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Dumfries & Galloway COUNCIL

JOB DESCRIPTION

Job Title: Casual Driver 2		**Ref No:**	**JE Ref:**
Department: Economy and Infrastructure	**Band:** 3	**Location:** Dumfries & Galloway	
Responsible To:	Transport Officers		
Responsible For:	N/A		
Job Purpose:	To convey pupils to and from school and other associated duties.		
Main Responsibilities:	• To convey pupils to and from school and other associated duties • To undertake local bus service work.		
Job Activities:	1. Driving School Service 2. Cleaning of vehicle 3. Assistance at school as required.		

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Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Douglas Kirkpatrick	**Date:** November 2016

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