Job Outline

Post: Minibus Driver – Highland Council Bus Operations
Location: St Clements School Dingwall
Hours: 20 hours
Duration: **Permanent**
Service: Place, Facilities and Fleet Management
Grade: HC03 (£14.12 per hour)
Responsible to: Bus Operations Supervisor - Drummuie
Contact: Robert Eames – Bus Operations Supervisor
robert.eames@highland.gov.uk

Job Purpose :

- To drive minibuses and cars as required for school transport and other Council passenger transport.
- To drive minibuses as required when hired to community sector organisations.

1. Job Description – Key Duties and Responsibilities

- Drive Highland Council passenger vehicles on regular and occasional routes and on hires.
- Oversee safety and welfare of pupils or vulnerable adult passengers during the journey and while boarding and alighting.
- Ensure safety of passengers in wheelchairs.
- Supervise passengers, especially school pupils, during a breakdown or other emergency.
- Report concerns over passenger behaviour to line manager or Head Teacher.
- Issue or inspect passes and tickets where used.
- Conduct daily walk-round checks on vehicles before first use.
- Report any defects found in checks or during operation.
- Carry out minor maintenance e.g. topping up fluids, replacing bulbs.
- Wash vehicles and clean interiors.
- Maintain confidentiality and observe data protection requirements.
- Behave with courtesy towards all passengers.
- Undertake training appropriate to the post.

2. Other Duties

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You may be required to perform duties, other than those given in the job description for the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time. Holidays must only be taken during Highland Council school holidays.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with who s/he comes in to contact will adhere to and ensure the compliance with Child Protection procedures at all times. If in the course of carrying out the duties of the role, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to their Line Manager and/or the School Head Teacher.

3. Person Specification

ESSENTIAL - The minimum acceptable levels for safe and effective job performance:

1. Current full manual B category car licence with D1 (101) minibus or D PSV entitlement.
2. Disclosure Scotland PVG (Protection of Vulnerable Groups) membership will be required to allow work with children
3. (A provisional appointment may be made subject to the candidate gaining PVG membership before the start of employment.)
4. Literate and numerate, to be able to read timetables and running boards, and complete defect forms and journey records
5. Ability to do minor repairs to vehicles (e.g. changing bulbs, topping up fluids)
6. Polite and helpful manner in relation to passengers
7. Awareness of the needs of passengers with disabilities (training will be given if required)

8. Awareness of Health & Safety within a working environment (training will be given)
9. Ability to work unsupervised and as part of a team
10. Punctuality and good timekeeping
11. Willingness to be flexible with working times when required to meet the needs of the service

Desirable:

1. Holder of current Drivers Certificate of Professional Competence (CPC) is desirable though successful applicants who are not holders will be offered a provisional appointment subject to being able to be trained to attain this qualification.
2. General mechanical knowledge (ability to recognise if mechanical faults are developing)
3. Experience in moving and handling people with disabilities (training will be given if required)
4. Knowledge of the geography of the operating area.

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Competitive salary with an annual pay review
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression
- Pension Scheme, including employers' contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme
- Family Friendly staff policies including Parental Leave
- Cycle to Work scheme
- Employee discount/reward schemes from major and local retailers

If you are interested in working for Highland Council and being part of a team that is continually improving their service please view the further information, job description and person specification and then apply online.



5. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council

Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.