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# Job Description and Person Specification

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| **Title** |  Transport  |
| **Area** | Coach driver / technician  |
| **Responsible to** | Transport Manager  |
| **Effective Date** | June 2023 |
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| **Job Description** |
| **Main Purpose of the Role** |
| To drive college vehicles or vehicles hired by the college to provide travel for educational visits and to maintain vehicles to ensure they are in a clean and serviceable condition. |
| **Main Responsibilities** |
| 1. Driving College Vehicles to provide transport to cover the contract routes and ED visits as required.
2. Carry out any external driving details as required.
3. Maintain the college image through corrective and positive driving.
4. To carry out daily walk round checks of all vehicles prior to first use. Reporting any faults to the transport manager before starting any journey.
5. Carry out a check of all college vehicles, including a road test, topping up any levels that require topping up on a monthly basis ensuring all components are checked for serviceability as per the check sheets provided.
6. Carry out a physical check of all vehicle first aid kits to ensure they are complete and in date as per the check list, reporting any deficiencies to the Transport Manager for replenishment.
7. Complete the monthly vehicle check sheets bringing any faults to the attention of the transport manager on the day of the inspections.
8. Check all road tax and “O” Licence discs are displayed, readable and in date on each vehicle, bringing to the attention of the Transport Manager any out of date or unreadable discs.
9. During your monthly check, check all College vehicles are being kept in a clean and tidy condition and clean any that require it and report immediately any damage to the Transport manager.
10. Driving and as required supervising students whilst on Educational Visits.
11. Ensure you comply with all legislation paying particular attention to drivers hours and Tachograph rules. Always carrying the last 28 days worth with you and handing any extra into the Transport manager after each 28day period.
12. Ensure you carry your digital Tachograph card with you at all times and ensuring it is download at the end of the 28 day period.
13. Ensure all stock of Vehicle Oils, windscreen wash, spare bulbs etc are maintained and inform the Transport Manager as soon as they fall below acceptable level.

**All Staff: General Responsibilities and Expectations:** * Promote the safeguarding and welfare of all.
* Be aware of College policies and updates available through the College intranet.
* Drive and participate in the College performance management process.
* Comply with the College’s Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
* Contribute to cross College events supporting and promoting the College and the provision.
* Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices.
* Attend and contribute to cross-College meetings/forums.
* Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
* Manage and minimise risk within all areas of responsibility.
* Adopt and promote employee values and behaviours working within the Staff Code of Conduct.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.** |
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| **Person Specification** |
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| **Qualifications** | **Essential** | **Desirable** |
| First Aid |  |  |
| PCV Licence (D Licence) |  |  |
| Driver Qualification Card |  |  |
| **Experience** | **Essential** | **Desirable** |
| Previous Customer Care Experience |  |  |
| Experience and knowledge of Health & Safety |  |  |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Ability to work under pressure |  |  |
| Good people skills |  |  |
| Flexible with working hours as some late work will be required, as will weekend work on occasion. |  |  |
| Patient |  |  |
| Good communication skills |  |  |

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| Signed |  |
| Name |  |
| Date |  |