

# Post Specification

## Post Specification - Key Information

- **Post Title: Passenger Carrying CTOT Driver**
- **Date: 09/06/2025**
- **Post Group Number: PG6764**
- **Job Family: Operations**
- **Job Family Role Profile: OP7**
- **Final Grade: 7**

To be read in conjunction with the job family role profile.

## Service Area Description

Cumbria Transport Operations Team. In-House transport operations deliver Home to School, SEND, PRU and Adults transport.

## Purpose of this Post

To convey children with special educational or disability needs and also potentially vulnerable Adults to places of education/training during school terms.

## Key Job Specific Accountabilities

1. To utilise specialist equipment to load and unload passengers and transport them on time, and in a safe manner, to places of education/training on a daily basis throughout the annual school term periods.
2. Assist management & Parents/Guardians in timely communication in respect of the child and/or the educational/training establishment.
3. Carry out daily vehicle and any specialist equipment checks and working with the Passenger Assistant, ensure health and safety measures are followed for all passengers at all times.
4. Ensure that all records are completed, vehicle, risk assessment, and whatever educational/training establishment reporting arrangements may be required.
5. Undertake such duties that the Management team may, from time to time, determine, commensurate with the grading of the post, including assistance with training

## Key Facts and Figures of the Post

**Budget Responsibilities: None**

**Staff Management Responsibilities: None**

**Other:** Willingness to undertake safeguarding training (online)  
Enhanced DBS clearance required  
The safety and wellbeing of passengers is maintained at all times

## Essential Criteria

Essential - Must hold a Passenger Carrying Vehicle Category D1 driving Licence (someone who passed their car driving test before September 1997, or has taken the D1 enhanced test) or, has a full Cat D licence.

Essential - Must be prepared to undertake DCPC Training at commencement of employment. Unless the individual already has it.

Preferably have experience of dealing with Children/Vulnerable Adults

Ability to read understand and implement instruction in a Risk Assessment or safe system on work process

Must have the ability to remain calm when dealing with challenging situations and behaviour

This post is term time. This post will require a little flexibility in terms of time at work, but generally the working hours will 1.5 to 2 hours in a morning and 1.5 to 2 hours in the afternoon five days a week, term time.

Individuals can choose to work outside of term time on adults transport should they wish to.

## Disclosure and Barring Service (DBS) Checks

- This post requires:

DBS Enhanced - Children & Adults

## Job Working Circumstances

- **Emotional Demands:** Could possibly be high at times.
- May be required to work with a group of pupils or in a “one to one” situation
- **Physical Demands:** The post holder is exposed to medium physical demands, including the possibility of loading and unloading wheelchairs into vehicles – using appropriate tools.
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- **Working Conditions:** The post holder would drive a vehicle, occasionally working inside an office environment but will be required to work outside and occasionally at night, lone working and potentially in severe weather conditions – snow, etc.
- **Other Factors:** Essential - Must hold a Passenger Carrying Vehicle Category D1 driving Licence (someone who passed their car driving test before September 1997, or has taken the D1 enhanced test) or, has a full Cat D licence.

