



Cumberland Council

Post Specification

Date	September 2023
Post Group Number	6764
Post Title	Passenger Carrying Vehicle Driver
Job Family	Operations
Job Family Role Profile	OP7ii
Final Grade	7

To be read in conjunction with the job family role profile

Service Area description	
Transport Services Team – Cumbria TravelCare Team.	
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	
<ol style="list-style-type: none">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	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">• Willingness to undertake safeguarding training (online) and be enhanced DBS cleared.
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• Essential - Must hold a Passenger Carrying Vehicle (PCV) 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 this). The Council will provide the DCPC training.• 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 a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands

- Could possibly be high at times.

Physical Demands

- The post holder is exposed to medium physical demands, including the possibility of loading and unloading wheel chairs into vehicles – using appropriate tools.

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

- Travel throughout Cumbria and beyond will be required