TRELOAR TRUST

JOB DESCRIPTION

Post: Bank Driver

Location: Based at Holybourne

Responsible to: Transport Management Team

Main Purpose of Job: Driving duties in support of the students and staff of Treloar's School and College

KEY TASKS

Driving & Passenger Support

- To drive all fleet minibuses and car.
- To work in confined spaces, in close proximity to passengers, when securing/releasing wheelchair(s) and occupants from safety harnesses and restraint systems.
- To drive throughout the United Kingdom.

Support and Training

- To ensure vehicles are serviceable, roadworthy, clean inside and out and communicate deficiencies to the TMT.
- To ensure that adequate quantities and sufficient wheelchair and passenger safety harnesses are available on each vehicle.
- To assist with the loading, carriage and delivery of stores.
- To contribute to the cleanliness and good order of the drivers' office and rest room.

Other Duties

- To carry out additional tasks as may reasonably be required and as directed.
  To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

This job description is not meant to be exhaustive and will be reviewed with the post holder on a regular basis

Treloar Trust
HR Office Oct 2024

PERSON SPECIFICATION – DRIVER

ESSENTIAL	DESIRABLE
Qualifications • D1 Licence (Current & Clean) • MiDAS trained (or willing to work towards)	
Skills and Knowledge • Ability to drive a minibus and other vehicles in a safe manner in accordance with the Highway Code • Effective verbal communication • Good time management skills • Numerate • Ability to plan cost effective routes • Understands the importance of and provides good customer care	• Accessible vehicle driving experience • Work/voluntary experience with disabled community • IT/PC knowledge/experience • Foundation Certificate in Health & Safety (or similar) • Good road/route knowledge of UK
Personal Qualities • Must be able, and physically dextrous, to work in confined areas in close proximity to disabled passengers including children and adults • Ability to work flexibly under pressure • Approachable character • Ability to relate to young people • Ability to adapt and learn new skills • Ability to work as part of a team • A commitment to promoting and safeguarding the welfare of students	
Physical Requirements • Able to cope with the vigorous physical demands of the job • Constant standing / walking • Physically able to assist in the transfers of students to and from the vehicle (with aids if required) and able to clamp wheelchairs in the vehicle	
Special Circumstances • Wear employer provided uniform • To undergo training courses as required by the employer	

TRELOAR TRUST IS COMMITTED
TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.

If you have not heard from us within 6 weeks of submitting you application, please assume you have not been short listed.