



POST DESCRIPTION

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| Job Title: | Coach Driver |
| Responsible to: | Transport Manager |
| Responsible for: | Not applicable |

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| 1. | Job Purpose: |
| 1.1 | To ensure the safe transportation of any person/s being carried on any TEC Partnership vehicle of which the post holder is the driver. |

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| 2. | Key Responsibilities: |
| 2.1 | Comply with the Institute's Policies and Procedures. |
| 2.2 | Comply with the Institute's Health and Safety Policy. |
| 2.3 | Comply with the Equal Opportunities Policy of the Institute. |
| 2.4 | Comply with relevant regulations relating specifically to this role. |
| 2.5 | Undertake appropriate and relevant staff development and continuously update skills. |
| 2.6 | Attend meetings as required. |
| 2.7 | Promote and safeguard the welfare of children, young people and vulnerable adults. |
| 2.8 | Take responsibility and ownership of systems and procedures used, reviewing them and amending as necessary. |

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| 3. | Specific Duties: |
| 3.1 | To transport learners between home, Nuns Corner, Nunsthorpe and TAG as required. |
| 3.2 | To carry out any third-party transport as required, or as per driver's rota. |
| 3.3 | To conduct a first use inspection of vehicles and equipment daily and report their condition. |
| 3.4 | To drive in a safe and orderly fashion |
| 3.5 | To maintain a clean coach both internally and externally |
| 3.6 | To supply monthly data relating to usage, fuel and mileage. |
| 3.7 | To fuel vehicle as required. |
| 3.8 | To complete paperwork relating to any external jobs carried out. |
| 3.9 | To use a barcode scanner to register learners using coaches for transport to and from GIFHE. |
| 3.10 | To undertake staff development as and when needed. |
| 3.11 | To facilitate the maintenance of vehicles by delivering and collecting vehicles from our maintenance provider. |
| 3.12 | To carry out any other duty commensurate with the post. |

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| 4. | Budget Responsibility: |
| 4.1 | The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Group's purchasing and financial regulations. |

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| 5. | Continuing Professional Development: |
| 5.1 | The post holder will proactively take part in the Group Appraisal process and will appraise any staff they are responsible for. |
| 5.2 | The post holder must undertake all training deemed mandatory by the Group (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own |

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| | professional updating |
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| 6. | Health and Safety: |
| 6.1 | <p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment |

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| 7. | Equality and Diversity: |
| 7.1 | The Group is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate. |

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| 8. | Safeguarding Children and Vulnerable Adults: |
| 8.1 | The Group recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2) |

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| 9. | Group Policies and Procedures: |
| 9.1 | All staff are required to be aware of and comply with all Group Policies and Procedures which are accessed via the Virtual Learning Environment. |

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

| Qualities | Specific Requirements | E | D |
|------------------------------------|--|---------------------------|------------|
| Qualifications and Training | Basic secondary school education or equivalent Prepared to undertake training as required Willingness to develop further NVQ in Road Passenger Transport Customer Service training | E E E | D D |
| Specialist Knowledge | Valid current UK drivers licence with D (PCV) entitlement Knowledge of Drivers' Hours and Tachograph rules and regulations Knowledge of geographical operating area | E E | D D |
| Experience | Professional driving experience Experience of dealing with young adults No greater than 3 penalty points | E E | D |
| Skills and Attributes | Ability to drive a vehicle to a competent and safe manner Good written and verbal communication skills Able to deal with customer service issues Able to work unsupervised Good understanding of written and spoken English language Driver CPC qualification | E E E E E | D |
| Other | DBS check carried out on appointment Fit for the duties of the post | E E | |

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| | Hold a valid digital tachograph card | E | |
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Qualities identified and determined by:

E = Essential

D = Desirable