

Driver Attendant

Job Description

Directorate:	Growth, Environment, Transport, and Health		
Service:	Public and Integrated Transport		
Location:	Lancashire		
Salary range:	£24,027-£24,404	Grade:	3
Reports to:	TBC	Staff responsible for:	NA

Job purpose and scope

To transport and assist passengers with disabilities and sensory impairments in a safe, caring, professional manner.

Accountabilities/Responsibilities

- Transporting passengers in a safe and caring manner
- Providing care duties associated with transport services. For example, assisting passengers to prepare for the journey and to and from and on and off the vehicle and ensuring passengers are safe and comfortable when on the vehicle
- Ensuring passengers reach their destination / activity safely on group trips
- Working as a team with the Passenger Assistant (where one is provided) in the delivery of the service
- Operating the vehicle passenger lift to enable passengers to board and alight from the vehicle
- Ensuring the safe application of seatbelts, wheelchair clamps and straps and other specialist equipment
- Carrying out vehicle checks, fuelling and cleaning as required by Integrated Transport procedures
- Completion of records as required by Integrated Transport procedures
- Undertaking other driving and attendant duties as and when required

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none">• A full UK Driving Licence
Experience
<p><u>Essential</u></p> <ul style="list-style-type: none">• Experience working as part of a team <p><u>Desirable</u></p> <ul style="list-style-type: none">• Experience driving passenger carrying vehicles and or large vehicles• Care related experience• Experience of record keeping
Knowledge, skills & abilities
<p><u>Essential</u></p> <ul style="list-style-type: none">• Physically fit (able to manoeuvre passengers in wheelchairs)• Good communication skills• Good 'people' skills (friendly, considerate, patient, empathy etc.) <p><u>Desirable</u></p> <ul style="list-style-type: none">• An awareness of the needs of people with special needs including frailty, disability, and sensory impairments.
Other essential requirements
<ul style="list-style-type: none">• Commitment to equality and diversity.• Commitment to health and safety.• Display the LCC values and behaviours at all times and actively promote them in others.