



Job Description

Job Title: PCV Driver

Reports to: Depot Manager

Department: SEN

Location: Wandsworth

Introduction

The role of the PCV (Passenger Carrying Vehicle) Driver will be to drive both minibuses and full size vehicles for CT Plus, part of part of the HCT Group (HCT). Providing transport services, and support to clients during their journeys, many of whom are vulnerable adults and children.

Successful candidates will hold, as a minimum PCV category D1 licence and the associated DQC (Driver Qualification Card) for the same category and demonstrate an understanding of disability issues and deliver the service with a patient and non-patronising attitude.

PERSON SPECIFICATION

Essential

- Ability to work to HCT's Equal Opportunities Policy.
- Hold as a minimum, a non-restricted, PCV category D1 driving licence, and equivalent CPC (Certificate of Professional Competence) entitlement or be willing to train to achieve one and be over the age of 21.
- Experience of driving a bus or minibus and have the ability to drive to the standard required by HCT.
- Willing to undertake, satisfy and continue to satisfy an enhanced Disclosure and Barring Service check.
- Ability to offer appropriate assistance to users (e.g., assisting users with mobility and or learning difficulties). Full training will be provided.
- Be physically fit, with particular reference to back problems and injuries.
- Ability to work without supervision and use initiative
- Good verbal and written communication skills and basic numeracy.
- Ability to understand duty rosters, timetables, and schedules.
- Available for all rostered duties.

- Ability to complete written records accurately.
- Ability to work flexibly under pressure as part of the team.
- Understanding of the need for Community Transport

Desirable

- Ability to speak or understand the language other than English spoken by the residents of the Wandsworth area.
- Hold a current First Aid qualification.
- Experience of working within a multicultural environment.

Duties

1. Equal Opportunities
 - (a) Adherence to and promotion of HCT Equal Opportunity policy at all times.
2. Driving
 - (a) Driving of HCT vehicles in a manner that ensures the safety and comfort of passengers, care and consideration for other road users and vehicle sympathy.
 - (b) Carry out pre-service inspections on vehicles to ensure road worthiness and report all defects according to HCT policies and procedures.
 - (c) Wash clean interior and exterior of HCT vehicles is required resealing HCT vehicles in accordance with HCT policies and procedures assessed with parking and security of an HCT vehicles as required.
 - (d) Refuelling of HCT vehicles in accordance with HCT policies & procedures.
 - (e) Assist with parking and security of all HCT vehicles'.
3. Driving
 - (a) Driving of HCT vehicles in a manner that ensures the safety and comfort of passengers, care and consideration for other road users and vehicle sympathy. Operate passenger, lifts portable ramps, wheelchair restraints passenger safety belts in line with the manufacturer's instructions another set standards.
 - (b) Assist and support passengers during journeys in an active and inclusive manner.
 - (c) Manoeuvre manual and powered wheelchairs went to vehicles and ensure all safety procedures are carried out during the operation of any passenger lift/ramp, and when securing wheelchairs and using passenger safety belts.
4. General
 - (a) Deal responsibly with any emergencies that may occur during journeys, in accordance with HCT policies and procedures.

- (b) Ensure duties start punctually at a specified time and ensure all services run to agreed time.
- (c) Liaise with other Drivers, Passenger Assistants, Controllers, Supervisors and Managers to ensure smooth and efficient running of all HCT passenger transport operations.
- (d) To use any equipment provided to communicate with base and other operational staff to ensure the safe, smooth, and efficient running of all HCT passenger transport services.
- (e) Communicate with passengers, service users and clients in a patient informative, non-patronising manner and promote all services operated by HCT in a positive fashion.
- (f) Wear the specified uniform all times when on duty and ensure garments are kept clean a presentable condition at all times.
- (g) Remove and replace seats in vehicles as required.
- (h) Assist with staff induction and training.
- (i) Maintain good working relations with all members of staff, volunteers, trainees, and other stakeholders.
- (j) Participate in emergency call out rota.
- (k) Undertake other reasonable duties as directed by Line Management or Management Committee.

Company Responsibilities

- To undertake any additional duties at the request of your line manager, which is deemed to be within your competency.
- To adhere to all HCT Group policies and procedures.
- To undertake any training and development activities at the request of your line manager.
- To comply with all Group policies and support new initiatives.

Health and Safety Responsibilities

- To take care of your own safety and the safety of others at all times by complying Health and Safety outlined in Safety Policy at all times.
- To report to your manager or supervisor any injury, collision, dangerous occurrence, or a near miss in which you were involved or are aware of having taken place at your place of work, or any concern regarding any health or safety issue.

Environmental Responsibilities

- To ensure waste is segregated appropriately to maximize recycling.
- To ensure energy is not wasted by switching off lights and office equipment when not needed.
- To support the Company's environmental campaigns and be aware of Group's annual environmental targets.

