

Role Profile: Driver

Purpose

To operate a home to school transport route and support school transport needs. Including the maintenance and up keep of your vehicles supporting with safety and compliance and taking vehicle to inspections and services. Build a rapport and support system for the students and parents associated with the home to school route and communicating effectively.

Key Accountabilities

- To ensure weekly transport registers are complete, up to date and accurate with all key information.
- To ensure daily vehicle checks are completed vigilantly
- Proactively communicate to parents regarding transport amendments, updates, and alterations.
- To get vehicle to booked inspections and maintenance appointments.
- To fuel and refill windscreen wash and other standard operating procedures for each vehicle
- To provide a safe and reliable service for the route, students and families.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	Approachable, a good communicator, professional mannerisms.	
Qualifications	Full and clean driving	PCV drivers qualification
Experience	Having held a full drivers licence for at least 5 years.	Previous driving role/position.

Key Stakeholders:

Internal – Ashley Fuller, Tom Muskin

External – Mark Parker, Calmac Services.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: