

Job Description

OC1363XV RB1184 GR2 JDPS Driver Coordinator

Job Details	
Grade	GR2
Job Evaluation Number	
Number of Posts	
Directorate	Schools and Academies
Division	Residential Schools
Department	
Service Area	
Reporting to	Residential School Team Leader/Headteacher

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

1.1 To transport pupils with emotional and behavioral difficulties from home to school and school to home. The driving falls into three shift patterns which could include 07.30am to 09.00pm Monday to Thursday, 07.30am to 06.00pm on Friday.

1.2 Cover all transport duties in the event of the absence of the Line Manager.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 To collect and return escort(s) from the designated location.

2.2 To transport pupils to and from school from an assigned route ensuring that they arrive within the time frames specified by the Line Manager/Headteacher.

2.3 To carry out regular inspections on the minibuses and ensure that the vehicles are clean and mechanically sound and that the following systems are checked, water, oil, fuel, tyres, lights, wipers, and

seat belts. To report any faults or problems to the Line Manager/Headteacher as soon as they are discovered. In the event of a breakdown, the Driver will be responsible for notifying the school who will make alternative arrangements.

2.4 To follow the Code of Practice relating to the transport of pupils as outlined in the Schools Transport Policy.

2.5 To be available to cover other driving duties as requested at short notice.

2.6 To complete log/record of journeys undertaken.

2.7 To report any problems or difficulties relating to pupils to the Line Manager/Headteacher.

2.8 City of Birmingham identification should be always carried and be available for parents to inspect as requested.

2.9 In the absence of the Line Manager co-ordinate any day-to-day transport arrangements of pupils.

2.10 To ensure Drivers have carried out regular safety inspections on their vehicles.

2.11 In the event of mechanical breakdowns or problems make appropriate arrangements for vehicles to be repaired and serviced.

2.12 Ensure all drivers are kept informed of any changes to transport arrangements of pupils.

2.13 In the absence of Line Manager make appropriate cover arrangements for any absent drivers.

2.14 Assist Line Manager with induction of new Drivers/Escorts/Guides.

2.15 To ensure all records are up to date and report any difficulties to Line Manager or, in the event of the Line Manager being absent, report to the Headteacher.

2.16 Be prepared work one week during holiday time to enable servicing to be carried out on all vehicles.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
	N/A	

Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Adults and Children
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Experience		Previous record and/or experience in driving a minibus/van
Experience		Experience of working on own initiative
Experience		Experience of and ability to deal positively with children and parents
Skills		Good literacy and numeracy skills
Skills		Good verbal and written communication skills
Skills		Good ICT skills
Skills		Good record keeping skills.
Skills		Good organisational skills
Other		Clean driving licence
Other		Motivation to work with children and young people.
Other		All drivers are required to undertake the City of Birmingham driving test.
Competency		Ability to communicate effectively with troubled adolescents
Competency		Ability to work as part of a team and communicate effectively with all staff at all levels.
Competency		To make effective contributions to the team as appropriate
Competency		Ability to manage behaviour effectively.

Competency		Ability to work to deadlines.
Competency		Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
Competency		Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
Knowledge		Basic knowledge of mechanics
Knowledge		Knowledge of the Code of Practice relating to the transportation of pupils as outlined in the Schools Transport Policy.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.