



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** School Transport Driver

**Grade:** 2

**Directorate:** Places

**Department:** Transport

**Responsible to:** Fleet Manager

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### **Purpose of the Job:**

To transport passengers, mostly children (including those with special educational needs) to school and other establishments

### **Main Responsibilities**

1. To operate a continually effective daily transport service for Rutland County Council.
2. To ensure the delivery of services is achieved completely and on time.
3. To be responsible for the general welfare and safety of passengers carried on Rutland Council vehicles. This will include assisting passengers on and off vehicles both with, and without, the use of a tail-lift where necessary.
4. To assist other Council staff, operating centre or establishment to load, unload, secure and deliver any goods, or equipment.
5. To drive any Rutland Council vehicle as requested, in a safe manner and appropriate manner in compliance with road traffic law to at least the statutory driving test standard.
6. To maintain all vehicles in a clean and tidy condition, both inside and out, at all times and as per instructions.
7. To make sure that before driving a vehicle, it is in a fit and serviceable condition by carrying out legal and other proscribed daily and weekly routine checks as directed. Also, to undertake weekly safety checks, including fire precautions, as instructed or more frequently if operating conditions require it and to report any defects on the appropriate form.
8. To complete any record of work, vehicle log, report form or any other record of vehicle utilisation that may be required by law or by Rutland Council.



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- 9.** To report all accidents, difficulties or problems as soon as practicable following occurrence to the Fleet Manager. The initial report must be made verbally within 24 hours followed by a written report, as necessary, within 48 hours. In respect of road traffic accidents, liability must not be admitted, expressed or implied at any time whatever the circumstances.
- 10.** To ensure that the security of the vehicle (as well as any passengers or goods carried) is maintained at all times and especially before leaving the vehicle at the end of the working day.
- 11.** To carry out escort duties and/or assist other drivers as directed, as and when required.
- 12.** To provide detailed geographical and other information when requested to do so to enable efficient route planning and vehicle scheduling.
- 13.** To respect the confidential nature of any passenger's personal information at all times.
- 14.** To undertake other appropriate duties within the Transport Team as and when required.
- 15.** To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 16.** Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- 17.** This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Hold a full driving licence with D1 entitlement	D

Desirable	Method of Assessment *
Hold a current PCV licence or minibus competence certificate	D
Customer care training	D

#### EXPERIENCE/KNOWLEDGE

Desirable	Method of Assessment *
Have experience of driving a small commercial vehicle or minibus.	A
Experience of working with students with special educational needs	A

#### SKILLS

Essential	Method of Assessment *
Have the ability to communicate effectively with service clients and other members of staff.	I
Have the ability to maintain detailed records of work undertaken and to complete work sheets in a neat and tidy manner.	I
Have the ability to work on own initiative and make decisions within areas of responsibility.	I

#### EQUALITY AND DIVERSITY

Essential	Method of Assessment *
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Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I
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### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### STRUCTURE

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
03 May 2016	No	Emma Odabas – Transport Operations Manager
05 Oct 2023	No	
18/12/24	Yes ( to whom responsible)	Graham Saunders – Fleet Manager
April 2025	Yes – amended desirable experience	Graham Saunders – Fleet Manager