



Role Profile

Driver Trainer/Assessor – Fleet Operations

Reference No.	A4417	Type	Individual
Service	AT&E, Environment & Building Services, Fleet Operations		
Job Family	Para-Professional 4	Grade	FC6

Purpose

The post-holder will be responsible for preparing and arranging training programmes, designed to meet statutory or other specified requirements, for the delivery of driver training and assessments. These programmes will be for employees in Council Services, e.g. Education Services, the Councils Community Planning Partners and approved persons working in voluntary agencies or bodies such as youth groups etc.

To be responsible as the effective liaison with services and other clients to ensure that all driver training and assessment programmes are organised and run-on dates & times to meet client requirements. For example, Education Services during school term times. Also to meet identified priorities & high risk areas.

The post holder will carry out an appraisal of training and assessment of driving skills and competencies to recognised national standards.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>On a day-to-day basis, appraise and assess the driving skills and competencies of operatives from Council Services to ensure they achieve national & statutory assessment criteria.</p> <p>To prepare and programme driving assessment for all the Councils Community Planning Partners, e.g. NHS Fife, Police Scotland, CVS Fife, Scottish Enterprise Fife, Fifes Further & Higher Education establishments & Communities Scotland.</p> <p>To co-ordinate and arrange 3 month rolling programmes for driving training and assessments. Mainly for Educational establishments to ensure they have the required number of competent minibus drivers in accordance with statutory requirements.</p> <p>To keep updated on changes to driver assessment regulations as published by DVLA.</p> <p>To prepare and analyse reports of all tachograph charts submitted by Fife Council drivers to ensure that Fife Council fully complies with 'Department of Transport Drivers Hours Regulations'.</p> <p>To arrange & provide training to new managers and supervisors relating to the statutory legislation and use of tachographs along with their role and responsibilities to ensure proper use and management of these systems.</p> <p>To instruct drivers on the correct operation of disabled passenger lifts on minibuses, the removal of seating and the securing of wheelchairs to ensure passenger safety.</p>	<p>Extensive experience as a trained & competent Driver Trainer/Assessor</p> <p>Experience in a local authority setting</p> <p>LGV Licence</p> <p>D1 Licence</p> <p>FTA 'Train the Trainer' or equivalent</p> <p>Successful completion and continued registration of the Minibus Driving Assessment Scheme (MIDAS) certificate</p> <p>Driver Assessment Trainer Certificate</p> <p>Completion of an LGV Driver Trainer/Assessor Certificate is essential within 6 months of commencement in post.</p>	<p>√</p> <p></p> <p>√</p> <p>√</p> <p>√</p> <p></p> <p></p> <p>√</p> <p></p>	<p></p> <p>√</p> <p></p> <p></p> <p></p> <p>√</p> <p></p> <p></p>

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<p>Responsibility for the collection of chip and pin payments from outside organisations for minibus driving assessments/training courses. Also occasionally receiving payment for issuing minibus permits may arise.</p> <p>You will also be responsible for delivering training programmes to meet driver Certificate of Professional Competence (CPC) training and the Minibus Driver Awareness Scheme (MIDAS), which is recognised as a national level of driving skills associated with minibus driving.</p> <p>Contact & liaise with managers and supervisors within the Council and other clients for the purpose of arranging driving training and assessments. Also organising re-assessments and follow-ups on related issues.</p>			
<p>Produce accurate completion of all documentation and data input.</p> <p>Ensure all activities are in accordance with governing regulation & legislation e.g. Health & Safety, DVLA requirements etc.</p> <p>Establish clear communication with customers and clients concerning requirements and arrangements for training/assessor courses.</p> <p>Contribute to effective improvements within the service such as work practices.</p> <p>Attend meetings on behalf of the Service Manager where appropriate.</p>	<p>Continual personal development, the commitment and ability to achieve and maintain any statutory certification required.</p> <p>Be able to communicate and deliver information to a wide range of audiences.</p>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	
	<p>Have a good working knowledge and understanding of the rules and regulations, as well as the legal obligations in Operators Licencing, driver hours and tachograph legislation as well as driver licencing regulations.</p>	<p style="text-align: center;">√</p>	

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	Certificate in Professional Competence (CPC)		√
	Limited experience of managing & maintaining records systems.		√
	Be able to prioritise and manage own workload		√
	Ability to carry out the duties of the post effectively	√	
	Having a positive and flexible attitude to the requirements of the post	√	
	Ability to provide a regular and effective service	√	
	Have a good working knowledge and understanding of the Microsoft Office Suite	√	
	Moderate Experience of Microsoft Word, Excel & PowerPoint.		√
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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E = Essential Criteria D = Desirable Criteria

Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.