



Role Profile

DRIVER/ATTENDANT

Reference No:	JCR1492		
Service:	ASR Fife Community Support Service		
Job Family:	Social Services/Social Care	Grade:	FC3

Purpose

Undertake vehicle checks ensuring all health and Safety legal requirements are met, also ensuring that any specialist equipment (passenger lifts, wheelchair clamps etc) is operated safely and appropriately. Full compliance with service policy and guidelines in relation to the transportation of service users. Ensure safety for all service users whilst in receipt of service.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Driving and assisting, as required, with the escorting of passengers to and from the vehicle, while ensuring that the vehicle is attended by a designated responsible person, if passengers are on board.

Participate in the development of risk assessment appertaining to both the vehicle and the individuals transported. Ensure the safe transportation of service users as required by the persons support plan and requirement of the service.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Full driving license including category D1

Successfully complete a MIDAS certificate, for which the Council will bear the cost

Communication skills

Use initiative, take ownership whilst embracing technology and information

Ability to relate to varying groups and individuals

Experience of working with people who have mobility issues and/or a disability

E **D**

✓	
✓	
✓	
✓	
✓	
	✓

E = Essential Criteria D = Desirable Criteria

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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
Assisting with settling and securing service users prior to commencement of any journey.	First Aid certificate		✓
Conducting the prescribed vehicle checks, routine maintenance, cleaning of vehicles and completion of all necessary paperwork.	Manual Handling experience		✓
Ensure the safety of individual service users or groups, in any short absence of the supporting member of staff, be able to carry out duties which are thought necessary. Assisting staff in other areas as directed by a line manager which may include the provision of intimate personal care.	Ability to prioritise workload	✓	
Undertake any additional training that is deemed appropriate to the task.	Knowledge of the Health and Safety issues required for the maintenance of vehicles	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.	Team working skills	✓	
	Ability to work alone	✓	
	Moving and Handling experience		✓
	Any necessary further training and development, making sure you take ownership for your continued personal development	✓	

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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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.

Version: 1.4

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