

TRAINER/ASSESSOR			
Reference No.	I600.01	Type	Individual
Service	Roads and Transportation		
Job Family	Technical 5	Grade	FC5

Purpose
To train, appraise and assess driving skills and competencies for all Fife Bus staff and partner agencies to recognised national standards and corporate policy standards.
To carry out continued assessment of driving competencies for all Fife Bus Staff and partner agencies.
To carry out all wheelchair/scooter passenger Risk Assessments for Fife Bus Operations in accordance with BS8603:2013 – Code of Practice for Wheelchair Passport Scheme.

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
Appraising and assessing the driving skills and competencies of Fife Bus Drivers to ensure they achieve and meet national and statutory assessment criteria.	<p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent</p> <p>Ability to provide a regular and effective service</p> <p>Communication skills (Focus on customers – See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Preparing and delivering a programme of driving assessments for all Fife Bus staff whilst ensuring continuity of service delivery.	Considerable period of experience working in or in liaison with Local Government or the public sector		✓

Role Profile

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Co-ordinating and arranging a rolling programme of driver training and assessment ensuring the service maintains the required number of competent minibuses in accordance with statutory requirements.	Experience in People Transport/Transportation/Transport functions (Deliver results) Experience of prioritising objectives, meeting deadlines and responding positively under pressure (Take ownership)	✓ ✓	
Keeping updated on changes to driver assessment regulations as published by DVLA and other governing bodies.	Extensive experience as a trained and competent Trainer/Assessor Knowledge of passenger transport services Experience of prioritising objective, meeting deadlines and responding positively under pressure	✓ ✓	✓
Preparing and analysing reports of all TomTom charts ensuring Fife Bus Operations fully complies with Fife Council's Operators License.	Successful completion and continued registration of the Minibus Driving Assessment Scheme (MIDAS) certificate FTA 'Train the Trainer' or equivalent	✓ ✓	
Arranging and providing training to new managers and supervisors relating to statutory legislation identifying their role and responsibilities ensuring safe passenger transport services.	Driver Assessment Trainer Certificate	✓	
Instructing drivers on the correct operation of passenger lifts on minibuses, the removal of seating and the securing of wheelchairs to ensure passenger safety.	Experience in Demand Responsive Transport including Accessible Transport for Additional Support Needs school children		✓
Contacting and liaising with managers and supervisors within the Council, for example Social Work and other clients for the purpose of arranging driving training and assessments. Also organising re-assessments and follow-ups on related issues.	IT Skills (Embrace technology and information)	✓	

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Application of people management skills, e.g. staff motivation, staff development, team building and conflict resolution.	Certificate in Professional Competence (CPC) Experience of managing and maintaining records systems Experience in managing own workload Experience to motivate, develop and support unit members using appropriate supervisory skills (Work together)	 ✓ ✓	✓ ✓
Ensuring all activities are in accordance with governing regulation and legislation e.g. Health & Safety, DVLA requirements.	Knowledge of health and safety policy and procedures Hold a current valid driving licence with D1 as a minimum	✓ ✓	
Delivering training and presentations to individuals and groups.	Having a positive and flexible attitude to the requirements of the post	✓	
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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Role Profile

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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results