



Role Profile

Job Title: Fleet Minibus Driver	Role Profile Number: SBC_12103
Grade: Salary:	Date Prepared: 19/03/2024
Directorate/Group: Childrens Services (Education, Inclusion & Skills)	Reporting to: Senior Transport Officer
Structure Chart attached:	No

Job Purpose

To operate and drive fleet vehicles for Swindon Borough Council. The main duties of this role will be to drive a fleet minibus supporting the safe transportation of Children and Young People with Special Educational Needs and Disability (SEND), ensuring that the Local Authority fulfils and discharges it's statutory duties.

Key Accountabilities

- To operate and drive Swindon Brough Council Fleet vehicle including minibus and the operation of the Council's Mobiloo
- To be responsible for the safety, comfort and welfare of the children and Passenger Assistants on the designated route
- To ensure timely transportation of CYPs for school pick-ups and home drop-offs
- To safely operate the Councils' Mobiloo Facility and to maintain the vehicle to a high standard including cleanliness of the facility
- Ensure that all journeys are undertaken in a safe responsible way ensuring that speed limits are adhered to at all times
- Carry out driver's daily and weekly vehicle checks, notify Waterside workshop if any maintenance required
- Ensure vehicles are serviced and MOT'd on given dates.
- Report any vehicle defects, faults, incidents and accidents to the Fleet Operations Manager and Travel Team Leader
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use

- Refuel vehicles as required
- Maintain accurate records of vehicle usage
- Ensure Tachograph book are presented on a weekly basis for signature by Travel Team Leader
- Complete weekly personal Timesheet of journeys and times undertaken, visit office for signature by Team Leader
- Maintain and help to promote a good image, working attire should be worn at all times and kept in a clean and tidy condition, this includes ensuring that work attire is in line with health & safety requirements e.g High Viz; appropriate footwear
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the SBC Information Guide
- To undertake any other associated duties as required by SBC
- Plan alternative road routes to and from school when necessary due to road works. Inform office team and Passenger Assistant in order for them to inform parents of any time changes
- To contribute to co-produced risk assessments and to attend meetings for risk assessment production and review
- Attend monthly supervision with Travel Team Leader

Supplementary Accountabilities

- Complete SBC Annual Mandatory Training
- Complete SPECTRUM e learning on an annual basis
- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme; First Aid; Manual Handling and any training identified as part of continued professional development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Qualifications

- Hold a current, clean and valid driving license D1 unrestricted or a PSV license
- GCSE Maths / English

Essentials

- Hold a current, clean and valid driving license D1 unrestricted or a PSV license, D1 restricted (car license obtained prior to 01/01/1997) considered

Desirable

- MiDAS trained

Decision Making

- To risk assess if it's suitable to drive in severe weather conditions
- To undertake suitability assessments for Mobiloo bookings

<u>Job Scope</u> Typical tasks supervised: <ul style="list-style-type: none">• Support in the securing of Wheelchair users• Ensuring the secure transportation of CYP's aged up to 16 on the bus, with the consideration of maximum capacity of the vehicle	Budget Holder Responsibility Asset Responsibility:	Yes/No Maintenance of Council Fleet Vehicles
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Senior Travel Officer
- Team Leader
- Office Staff
- Children / Young people (CYP)
- Schools and school staff
- Parents / Carers
- Swindon Borough council staff at at Waterside
- Other Drivers

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Regular driving to set times throughout the working day
- Driving in all types of weather
- Adhering to the Route Map for the journey
- Informing the Passenger Assistants of any traffic detours that may affect the times of pick up

Job Purpose

The post holder will be responsible for the delivery of Electrical repairs, statutory compliance checks and safety testing to approx. 10,500 tenanted homes, 3,000 garages and 700 corporate and commercial operational Council owned properties, As well as under take the management of the Electricians, Electrical technicians, Electrical Surveyor and Electrical Verifier. Working in partnership with Building Services Manager to maintenance the Council's NICEIC registration.

Key Accountabilities

- Oversee the operational function of the Electrical teams, to ensure the most effective and economical use of resources and skill in line with statutory requirements.
- Oversee the planned work is carried out within the priority period and within the cost parameters and standards of the contract and, in the case of term contracts, to ensure that work is carried out in accordance with the system of priorities.
- Work in partnership with the operations planner team to ensure work carried out on time and balanced against resource.
- Work in partnership with the Building Services Manager to maintain the NICEIC registration though regular audits verifying and keeping up to date with registration rules. Resulting in meeting the annual inspections by NICEIC.
- Monthly reporting & recording of Schedule of Rates reports for contractual requirements and finance reporting
- Carry out risk assessments and prepare method statement where necessary.
- Oversee the management of staff and materials including quality required to ensure completion work ensuing contingency plans are in place to meet deadlines

- Interpret drawings and advise Quantity Surveyors on most economical safe working methods.
- Prepare Estimates for work as requested from the Building Services Manager.
- Ensure effective and efficient use of resources specifically: materials, plant and vehicles. And all unused materials or scrap recovered from works are returned to stores and a credit note issued or correct paperwork issued.
- Oversee performance of operatives and to minimise discrepancies ad hoc pre and post inspections, measure and re-measure work upon completion, thus ensure time and materials waste.
- Control, collate and verify time sheets, job cards, plant sheets, vehicle sheets and other documents as required. Ensure that these documents are returned to the appropriate section for processing to specified deadlines and procedures.
- Responsible for the keeping up to date of all current Electrical regulations, especially BS 7671 and taking appropriate action/implement changes as required to meet those updates.
- Represent Swindon Borough Council at site meetings and other contract meetings with clients as required.
- Maintain the quality management system and ensure procedures are carried out in accordance with BS EN ISO 9002. Report on non-conformances and ensure corrective action is taken.
- Deputise for the Building Services Manager in their absence as required.

- Ensure all extra work is recorded so that Variation Orders can be pursued. Monitor fluctuating workloads within the contract and notify the Manager of requirements for temporary labour and vehicles.
- Assist in interviews as required.
- Advise internal and external clients (Seqol, libraries, leisure and tenants) on technical matters relating to the work.
- Ensure that the interests of the organisation are promoted and upheld.
- Deal with pay queries from workforce, record complaints and assist in the resolution of these queries.
- Be available for emergency work, which may involve participating in the organisation's standby and call-out rotas, as required.
- Assist in promoting and developing good working relationships in accordance with Employee Relations policies and codes of practice agreed by the Swindon Borough Council and, where required to do so, follow agreed procedures for the speedy resolution of grievances, the maintenance of discipline and absence control.
- Check that Swindon Borough Council and Departmental rules and instructions in respect of health, welfare and safety matters are observed at all times. This requires constant checks on the workforce to ensure that they are aware of, and use, safe working methods, bringing to the attention of the Safety Adviser any potentially dangerous conditions or methods of work.
- Engage 'specialist' and 'domestic' sub-contractors, including agreeing prices, work programmes, checking risk assessments and method statements, organising work and approving invoices for payment.
- Carry out disciplinary investigations in accordance with Swindon Borough Council written procedures.
- Ensure that any identified personal training needs are discussed with the immediate Manager.
- Identify training needs within the Section in conjunction with the Manager and develop an agreed programme of personal development to meet those needs for all staff supervised.
- Carry out investigations and report on accident and insurance claims involving the Section.

To take responsibility for HR issues such as holidays, welfare, disciplinary matters for all staff directly supervised.

Supplementary Accountabilities

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice including arranging training for electrical operatives
- Assist in the management of staff including interviews, appointments and evaluation of performance
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent other managers within the team as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Extensive experience of supervising planned and responsive maintenance service for commercial and domestic properties.
- Experienced in the checking and verifying of Electrical certification
- Detailed knowledge of BS 7671.
- Good working knowledge of Asbestos awareness & training.
- Good working knowledge of the Health & Safety at Work Act
- Experience in the use of responsive repairs and planning IT systems.
- Ability to make site visits
- Experience of Microsoft Word and Excel.
- Estimating and pricing Experience.

Qualifications

- Higher National Certificate or equivalent in Electrical.
- BS 7671:2008, requirements for Electrical installations (IEE wiring regulations 18th Edition)
- Work related experience to degree level within the Electrical industry.
- Inspection, Testing and certification of Electrical Installations.
- Current driving licence

Decision Making

- Diagnosing electrical and mechanical faults and recommending repair solutions
- Deciding on most cost-effective repair to be carried out (estimates & pricing)
- Approving expenditure on building services contracts
- Resourcing and appointing staff and terminating employment
- Initiating corrective action for poor performance by operatives and contractors

Creativity and Innovation

- Identifying and introducing service improvements
- Flexibility in delivering the building services contracts, statutory compliance checks, safe testing programme and repairs
- Producing communication presentations and articles

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 15,000 Electrical repairs, Fire alarm testing and EWAR inspections <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Manage approx. 20. Electricians / Electrical technicians and Specialist contractors, temporary labour 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Up to 800k safety & up to 500k repairs</p> <p>No</p> <p>Council owned property</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	