

Job Profile

Job Title: PCV Driver
Job Grade: Level 2 Zone 1
Salary Range: £31,765 - £33,881

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About CATS

CATS is based within York Way Depot, in King's Cross, London. The service is responsible for a wide range of transport related services including the provision of accessible buses for children and adults, taxi bookings, fleet maintenance, an MOT service, Driver training, fuel provision and manages a range of concessionary travel schemes.

The PCV Driver will form part of the Logistics Team within CATS which sits under the Supporting Communities Directorate of Camden Council.

The post holder will report to Service Controllers and will have a dotted line into the Logistics Manager.

About the role

The PCV Driver is responsible for transporting clients with differing needs from one location to another. The main objective for the PCV Drivers is the safety and comfort of all of their passengers for the duration of their journey. The post holder will drive through local areas and make stops as appropriate to pick up and drop off passengers in line with the planned schedule.

The role will primarily focus on the day-to-day transport service driving large vehicles such as buses and coaches that can accommodate more than 16 passengers, ensuring that all service users are transported safely to and from school, and or to a day centre. The role also requires individuals to have experience of working with disabled children and/or vulnerable adults and the ability to communicate effectively and undertake physical aspects of the role.

Example outcomes or objectives that this role will deliver:

- Plan and map out journey routes as scheduled each day

- Pick up and drop off passengers in line with the planned route and set schedule
- Communicate to passengers regarding any delays or planned route changes
- To drive LB Camden vehicles to and from sites within and external to the LB of Camden as required, including cars and buses.
- To support clients with complex needs and disabilities to get to their schools and day centres.
- To conduct vehicle defect checks, maintain vehicle cleanliness and check all relevant equipment alongside maintaining and updating data logs as required.
- Checks (and pass) Drivers are required to have a Driver Qualification Card (DQC / CPC) and Tacho Card - this must be made evidence.
- Responsible in ensuring the interior and exterior of the vehicle is always clean and tidy to required standards, including hygiene control. To ensure that the necessary personal protective equipment and uniform are worn when required.
- To complete all relevant paperwork (physical or digital) associated with the jobs you have undertaken to the agreed standards and in a timely manner.
- To provide feedback on improvements on service users that may be considered necessary to improve their journey and safety.
- Ensure safety and wellbeing of Transport users throughout the journey and handover.
- For those clients that have been identified, assist, where required and assist into the vehicle.
- To manoeuvre clients, with the help of a driver or escort, using the appropriate equipment and techniques, ensuring safe entry, travel and exit of transport at all times. This includes transfers via stairs etc. where reasonable and appropriate to do so.
- Apply health and safety standards to ensure the welfare of clients in general and when assisting with the boarding and alighting of passengers. This includes physically assisting passengers with severe disabilities and/or varying medical conditions (particularly using tail-lifts), securing clients in seat using the requisite safety restraining system, and ensuring that all wheelchairs are correctly secured to the retaining mechanisms or securing points within the vehicle.
- Responsible in ensuring the interior and exterior of the vehicle is always clean and tidy to required standards, including hygiene control. To ensure that the necessary personal protective equipment and uniform are worn when required.

About you

Qualifications

- Drivers are required to have a full driving licence (no more than 3 points)
- Current PSV (cat D) driving licence and will be expected to take Camden's Driving Assessment
- Current driver qualification card (CPC)/Driver Qualification Card (DQC)
- Valid Tachograph card
- All successful applicants will be required to pass an enhanced DBS check.
- Relevant manual handling training

- First Aid Trained
- Basic English (Verbal and Written)

Technical Knowledge

- An excellent knowledge of traffic laws
- Ability to operate large vehicles safely
- Understanding the importance of Safeguarding Principals
- Able to safely fasten passengers into designated seats
- Safely harness and seat wheelchair users
- Understanding of basic vehicle movement and use of Tail lift

Experience

- Previous demonstrable experience driving buses and coaches that carry more than 16 passengers
- Excellent communication skills with the ability to interact with members of the community
- Operating and using appropriate techniques and equipment e.g., tail-lifts, sitting restraints will be a daily routine in this role.
- Appropriate health and safety/manual handling activities e.g., pushing, lifting, carrying and/or supporting clients from, to and into vehicles.
- Full adherence to Section 19/22 permits and DVSA standards

For an informal chat or a site visit, please email Joyce.ojudun@camden.gov.uk

Work Environment:

- The normal place of work on a day to day basis is in predominantly outdoor environment in vehicles driving around LB Camden.
- Post holder will be based within the transport depot at York Way, King's Cross.
- The Council's normal working hours are between 7am to 10pm Monday to Friday and 8am to 5pm Saturday and Sunday. From time-to-time you may be asked to work hours that are additional to or different from the hours you usually work.
- Undertake evening and weekend work as service needs dictate.
- The role will require some outside working.
- The post holder will be provided a uniform appropriate for working within a transport depot and in accordance with Health and Safety protocols for ensuring staff safety at work.
- Excellent training and facilities
- On Site parking

- The normal place of work on a day-to-day basis is in predominantly outdoor environment on vehicles that transport clients from and to various locations.

People Management Responsibilities:

- The post holder will have no direct line management responsibilities. The staff and management team will be expected to provide training and support to new staff and provide support.

Relationships:

- The post holder will report to Service Controllers/Logistics Manager and be expected to work closely with other officers in relation to their day-to-day activities. The post holder will also need to work closely with the Logistics Manager within Camden in relation to ongoing development.
- The post holder will be expected to work with other key internal and external stakeholders regarding safeguarding, training and service improvement.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.