**JOB DESCRIPTION**

**Development, Neighbourhoods and Regulatory Services**

**JOB TITLE:** **Casual Driver (D1)**

**DIVISION: Neighbourhood Services**

**GRADE: Band 5**

**RESPONSIBLE TO: Head of Transport Services**

**POST REFERENCE: 103775**

**Purpose of Post**

To ensure the safe transportation of service users to and from a variety of Services and Establishments.

**Main Duties and Responsibilities**

1. To drive a range of Hartlepool Borough Council vehicles (excluding PCV vehicles) in line with all relevant legislation.

2. To transport service users to and from their appropriate destination, ensuring a safe journey and following all relevant legislation.

3. To inspect vehicles on a daily basis and ensure that they are clean, well maintained and meet all legislative requirements.

4. To maintain log sheets and any other records which may be required.

5. Drivers are required to attend any relevant training to assist in the delivery of the service.

6. Any other duties of a related nature which might reasonably be required and

 allocated by the Head of Transport Services.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: April 2024

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**