



Candidate information

Ancillary Driver



Job Description

Post Title: Ancillary Driver	Post Reference: JD003	
Summary of the Role: To provide as part of a team, a hospital transport service, operating between hospital sites and other locations as determined by the Logistics Department. This will include working in an unsupervised environment driving mini busses, cars and vans, conveying post, pharmacy, pathology and other items as required and directed, including members of staff.		Reports to: Manager/ Operations Co-ordinator Base / Location: TBC
Key Responsibilities <ul style="list-style-type: none"> • The safe conveyance of all items and passengers carried in the vehicles, and collection from/delivery to the designated places in a timely fashion. • The safe operation of vehicles, including daily start and end of shift vehicle and equipment checks, making sure the vehicles are road legal and that fluid levels are maintained (i.e.: water, fuel, oil, antifreeze, other hydraulic fluids) in order to ensure the safe and effective operation of the vehicles. • Ensuring the vehicles are maintained in a road worthy condition at all times, completing defect report forms and reporting any safety defects immediately. • The maintenance of the necessary records and documents concerned with the operation of the vehicles (including mileage records, fuel issues and any service surveys that may be required). • Keeping the vehicles clean inside and out. • Operating the vehicles mobile communications system and maintaining contact with line managers and controllers as required. • Working mainly unsupervised, informing the line manager of any accidents or damage occurring to the vehicles, equipment, passengers or contents, however slight. 		Working Relationships & Contacts Internal : Working with general members of staff, Pharmacy, Pathology, Public Health Service Laboratory, Post Room, Reception and General Practitioners Surgery Staff External: Liaising with commercial vehicle repairers and service centres, Trust Contractors, Vehicle recovery organisations, Tyre repairers, Police and other authorities and members of the public.

<ul style="list-style-type: none"> • Carrying out the correct traffic accident procedure. • Reporting of any unusual occurrences or events and of all traffic offences, i.e.: speeding, parking etc. • To attend in-service training on specific subjects as required, and including driver training and lifting and back management. • Function as an integrated member of the Logistics Department. • To be aware of the Health and Safety at Work Act and its implications and demands upon the employee. • To be aware of the policies and procedures of the Healthcare Transport Logistics Department. • To wear uniform provided, and to keep it clean and in good repair. • To maintain good discipline and a high professional standard. • Carry out any other reasonable and appropriate duties, of the Healthcare Transport Logistics Department 	
<p>Job Dimensions: Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance measures and KPIs</p>
<p>To be responsible for the safe and efficient day to day operation of the transport fleet of vehicles.</p> <p>To safely and securely convey items of post, equipment, staff and members of the public between sites.</p> <p>To work unsupervised and to schedules and deadlines as required whilst complying with the published timetables.</p>	

<p>To be able to satisfactorily resolve local issues and problems relating to the conveyance of items and passengers in the event that transport may be overbooked or running behind schedule.</p>	
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Person Specification: (Please state Essential (E) or Desirable (D))		
<p>Knowledge & Skills: Physically and psychologically fit for lifting and carrying duties.</p> <p>Capable and competent driving skills pertinent to the types of vehicles that may be driven.</p> <p>Good interpersonal and communications skills, including tact and diplomacy.</p> <p>Willingness and ability to be flexible and adaptable in the workplace with good time keeping.</p> <p>Able to work on own initiative, unsupervised, but also to take and act upon instructions.</p> <p>Working knowledge of the geographical area</p> <p>Knowledge of the Health and Safety at Work legislation.</p> <p>To be aged 25 years or older.</p>	<p>Experience</p> <p>Previous transport service experience.</p> <p>Previous driving experience.</p> <p>Previous experience of working in a health service/caring environment</p>	<p>Qualifications</p> <p>Current full, clean driving licence of the appropriate categories for cars or light vans (category B) and mini busses with up to 16 seats (category D1).</p>

Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
Confined Spaces?	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		X
Driving?	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work	X	
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		X
Hand Arm Vibration Exposure?	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		X
Hand Washing?	This means washing hands 20 plus times per working day.		X
Lone Working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		X
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.		X
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		X
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		X
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		X