



Information pack for the post of  
**Community Transport (Spelride) Driver**

Job reference number 1216

Closing date: 4 October 2024 (12noon)

Interview date: 16 October 2024

**Guidance on completing the application form.**

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

## **Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

## **Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

## **Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

## **Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

## **What happens after I submit in my application?**

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail [recruitment@spelthorne.gov.uk](mailto:recruitment@spelthorne.gov.uk) with any queries.

You are also able to apply online using [www.surreyjobs.info](http://www.surreyjobs.info)

**surreyjobs.info**  
A revolution for Public Sector jobs in Surrey  
[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)





**COMMUNITY TRANSPORT (SPELRIDE) DRIVER**  
**£22,718 - £23,645 pa 36 hours per week**

Spelride provides 'door to door' transport for people who are unable to access usual forms of public transport within the borough.

We are looking for a full-time driver to help us provide this service. You will be required to pick up and transport residents around the borough to Day Centres, supermarkets, doctor's appointments and any other transport routes deemed acceptable by the Council.

You must have a full clean, manual driving licence for the last three years and have category D1 entitlement on your licence. A driver assessment will take place at interview.

Manual handling training will be provided on the correct way to transport passengers safely, this includes wheelchairs.

Local knowledge of the borough will be an advantage.

The postholder must be willing to undertake a current Emergency First Aid at Work or First Aid at Work Certificate.

**Please note as part of the employment checks this post will be subject to an enhanced Disclosure & Barring Service (DBS) check.**

In return we offer excellent conditions of service, with a benefits package that includes a pension scheme and at least 23 days' paid leave per year.

Closing date: **04 October 2024 (12 noon)**

Interviews: **16 October 2024**

For full information and to apply online, go to [www.surreyjobs.info](http://www.surreyjobs.info) or [www.spelthorne.gov.uk/jobs](http://www.spelthorne.gov.uk/jobs) alternatively, please contact Recruitment Services on **01784 444263** (24hr answer phone) **quoting reference number 1216**

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date and CVs can only be accepted in support of a completed application form.

*Working towards equal opportunities*

**Strictly No Agencies**

## Job Description

<b>Date Prepared:</b>	9 August 2024		
<b>Post Title:</b>	Community Transport (Spelride) Driver		
<b>Post Number:</b>	6888(4)	<b>Grade:</b>	1
<b>Section Head:</b>	Neighbourhood Services		
<b>Report To:</b>	Senior Admin Manager		
<b>General Duties:</b>	<p>To pick up and drops of residents within the Borough that are not able to use public transport.</p> <p>This includes day centres, supermarkets, garden centres, hairdressers, doctor's appointments, and any other transport routes deemed acceptable by the Council.</p>		
<b>Essential Requirements:</b>	Full manual driving licence, applicant must be over 21 years old and held a driving licence for at least 3 years and have category D1 entitlements.		
<b>General Responsibilities:</b>	<p><b>Equal Opportunities:</b> The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><b>GDPR:</b> The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><b>Health and Safety:</b> The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.</p>		

### Particular duties and responsibilities:

1. To transport residents, that are not able to use public transport, around the borough to day centres, supermarkets, garden centres, hairdressers and doctor's appointments, and any other transport routes deemed acceptable by the Council.
2. Assisting passengers from their front door into the vehicle to their destination and from the vehicle to the front door on the return journey, this will include the handling of wheelchairs and making sure they are safely inside. Manual handling training will be given.
3. To work to the schedule provided, making sure the paperwork is completed and passed to the Admin Assistant for Spelride on a daily basis.
4. To report any 'no shows' immediately to the Community Transport Office so a welfare check can take place.
5. To report any changes in passengers' welfare to the Senior Admin Manager for a Risk Assessment to take place if necessary.
6. To complete daily vehicle checks to make sure that you have what you need for your working day and report any defects using the green defect form to the Transport Manager
7. To report any vehicle accidents or incidents to the Transport Manager as and when they arise.
8. To complete Record Book for Drivers (Drivers Book) on a weekly basis and pass to Transport Manager for signing.
9. To clean your vehicle inside and out on a weekly basis.
10. To cover any staff absences in Spelride by taking on additional passengers if there is no casual cover.
11. Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

## Person Specification

**Post: Community Transport (Spelride) Driver**

**Post number: 6888(4)**

Key job requirements	Desirable/ essential	Testing mechanism
<b>1. Skills</b>		
To be able to communicate effectively with passengers, office staff and day centre staff	Essential	Interview
<b>2. Experience</b>		
Minibus driving (Driver assessment will take place at the interview)	Desirable	Application Form/Interview
Passenger handling (Manual Handling training will be given)	Desirable	Application Form
Wheelchair Handling (Manual Handling training will be given)	Desirable	Application Form
<b>3. Knowledge</b>		
Local knowledge of the Borough	Desirable	Application/ Interview
<b>4. Qualifications</b>		
Manual Driving licence – <b><i>must be over 21 years and hold a driving licence for at least 3 years and have category D1 entitlement.</i></b>	Essential	Application Form
First Aid Trained – should be willing to undertake training if not held	Desirable	Application Form
<b>5. Personal Qualities</b>		
Reliable Punctual Flexible Patient Compassionate Understanding	Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview