

CUMBRIA COUNTY COUNCIL

JOB PROFILE

POST TITLE: Driver/Assistant (Relief) DEPARTMENT: A & C S

POST NUMBER: LOCATION: Kendal

GRADE: Scale 1 point 6 DATE: March 2010

1. PURPOSE OF THE JOB

- 1.1 Drive the delivery van to make deliveries and collections of materials, equipment and correspondence as scheduled in order to provide an efficient and effective library service.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 Drive the delivery van according to its scheduled routes or as required in order to provide a reliable service for the libraries, organisations and individuals served.
- 2.2 Ensure that at all times the vehicle is roadworthy and complies with legal and County Council requirements.
- 2.3 Ensure the security of the vehicle in order to meet County Council requirements.
- 2.4 Ensure that all systems and procedures as laid down in the Staff Manual are adhered to in order to achieve an efficient service.
- 2.5 Deliver and collect books, correspondence and other materials to and from libraries, homes for the elderly, hospitals, schools and other organisations to assist the smooth running of the library service.
- 2.6 Deliver and collect material to and from the homes of members of the public for the housebound service.

3. KEY TASKS

- 3.1 To complete the Driver's Weekly Report Sheet, Vehicle Defect Note and any other form necessary.

- 3.2 To maintain the interior of the vehicle in a clean condition and wash the exterior once a week.
- 3.3 To report any accidents immediately to senior staff and complete the necessary forms.
- 3.4 To undertake daily vehicle checks as laid down in the Staff Manual.
- 3.5 To act as a relief driver for the mobile libraries and undertake any other driving duties as necessary.
- 3.6 To participate in training and personal development.
- 3.7 Take responsibility for the Health & Safety of yourself and others and promote Equal Opportunities and Human Rights to colleagues and service users.
- 3.8 To carry out other similar duties as may reasonably be required.
- 3.9 To pay personal calls on readers who have books long overdue in their possession and to request the books' return.

4. **QUALIFICATIONS AND EXPERIENCE**

- 4.1 Preferred 3 GCSEs Grade A-C or equivalent and 2 years driving experience.
- 4.2 Clean driving licence

1 PERSONNEL SPECIFICATION

JOB TITLE: Relief Driver/Assistant Delivery Van
DEPARTMENT: Libraries
GRADE: Scale 1 point 6
LOCATION:
DATE PREPARED: March 2010

Criteria	Essential	Desirable
Qualifications/Training	Clean driving licence	Medium Goods Vehicle - Min C1 category 3 GCSEs A-C grade or equivalent ECDL or equivalent
Experience	Two years driving experience	
Skills and Abilities	Willing to attend appropriate training. Ability to relate to all sections of the public	
Personal Skills	Positive attitude to users of library services. Approachable and pleasant with users. Tidy and well organised	
Physical	Able to move appropriately filled boxes using equipment provided.	