



---

## Your job

**Job Title: Adult Driver**

**Service: Local Kitchen, Transport & Road Safety (LTRS)**

**Grade: 4**

**Reporting to: Area Supervisor**

Adult Drivers operate a daily split shift and are allocated varying routes using the council's in-house 16-seat minibuses to ensure all service users can access transport when programmed.

Alongside a passenger assistant you will collect vulnerable adults from their homes, secure them safely on the bus and transport them to and from day support centres and community interest companies.

Some service users have special educational needs, learning disabilities or dementia. You are responsible for the safety, wellbeing and comfort of each service user during transit. You will be subject to an enhanced disclosure check.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

---

## **In this job you will:**

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.

On an ongoing basis you will:

- Switch routes as directed by the staffing team to ensure all service needs are met daily.
- Undertake routine daily vehicle maintenance checks, including ancillary apparatus, and report all vehicle or equipment defects immediately or subject to safety, at the end of each working day.
- Work in unison with a passenger assistant to help service users on and off the vehicle at the start and end of each journey.
- Have a positive and flexible approach to service delivery; ensuring the maximum amount of service users are transported to their essential support services every day.
- Ensure all passengers are securely seated and safely strapped in prior to commencing the journey.
- Responsible for refuelling the bus that you are assigned on any given day.
- Carry out a regular internal and external cleaning programme to maintain the vehicle in a clean and tidy condition, including the tail lift.
- Responsible for the security, safe and lawful operation of the allocated vehicle, including compliance with local manoeuvring guidance.
- Ensure that all service users and personal belongings are not left on the vehicle at the end of the morning and afternoon transport journeys.
- Engage and work with your passengers who may have a range of disabilities and complex needs.
- Build positive and considerate relationships with passengers, their families, and carers.
- Generate and maintain an effective dialogue with all stakeholders to ensure an outstanding and reliable service.

- Attend all mandatory staff engagement sessions, My Time interviews and training courses as directed by your Area Supervisor.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

---

## In this job you will need:

You must be able to demonstrate the following essential requirements:

- Have a full clean driving licence, including category D1 or equivalent.
- Have previous experience within a driving role.
- Pro-active, flexible and positive mindset to manifest changes and route alterations when staff absenteeism forces a change to the programmed routes.
- Be able to carry out the physical aspects of this role which includes operating a tail lift and manoeuvring passengers who use a wheelchair.
- Ability to work unsupervised and as part of a team.
- Knowledge and understanding of safeguarding procedures for vulnerable adults.
- Ability to use initiative to respond to and resolve problems as required.
- Excellent communication and interpersonal skills.
- Be digitally confident.
- Constructive approach to continual training which increases your skill and expertise.
- Recognise the importance of ensuring a secure and safe environment for all users of the service.
- Be punctual and reliable and of smart appearance.
- Understand the LTRS management chain and ensure communication is timely, precise, and effective.

---

## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

## Be Positive

“ Take pride in all that you do and support and develop yourself and others. ”

## Be Accountable

“ Be responsible for making things better, enabling change and supporting improvement. ”

## Be Courageous

“ Be open to doing things differently and working collaboratively with others. ”

## Be Kind

“ Be helpful, generous and thoughtful towards yourself and others. ”