

Transport Driver

CANDIDATE INFORMATION PACK



Job Description

1. JOB IDENTIFICATION

Job Title: Driver

Department(s): Transport Services

Job Holder Reference:

No of Job Holders: 14

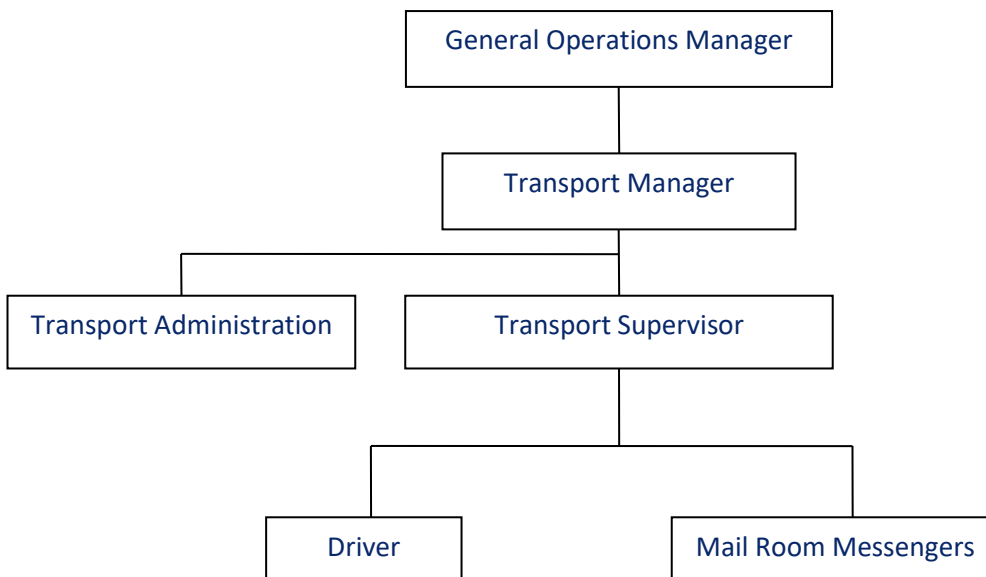
2. JOB PURPOSE

The post holder will -

- Undertake scheduled driving duties
- Move goods in a safe, comfortable and legal manner as directed by Transport Manager
- Work alone and in full compliance with current legislation

To provide mail, transport services and any ad hoc duties to all sites throughout NHS Dumfries & Galloway and nationally.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

- To fulfil and to action all driving duties in a prompt and professional manner.
- To ensure good working relationships with all other departments and users of the services
- To collect and deliver critical equipment and supplies to ensure safe patient care.
- The vehicle, the route, the work rotas and the hours of work may change, due to the needs and requirements of providing a service. Shifts are made up over a 5 over 7 basis, meaning shift rotation can include weekend work.

- To work without supervision and in isolation for long periods and entire shifts, in the evening, and at weekends.

5. MAIN DUTIES/RESPONSIBILITIES

Follow departmental and national guidance to safely and securely carry sensitive, high cost and perishable items such as:

- Pharmacy bags (these may contain controlled drugs, which require to be signed for, as well as temperature controlled vaccines)
- Liquid Nitrogen Dewers
- Medical specimens (e.g. urine, blood & amniotic fluid)
- Mail and parcels (which may include recorded and registered mail)
- Cash of high value (bank run undertaken once per day Mon-Fri)
- Confidential waste
- Case note bags
- Hot food, food boxes and food stores
- Laundry bags (includes soiled linen)
- GP's stationery (including prescription pads) and dental centre stationery
- Sterile supplies
- Furniture and specialist medical equipment
- Transporting and storing medical gas cylinders following Health & Safety Guidelines
- Filling of liquid nitrogen cylinders

Other responsibilities include:

- Maintain the cleanliness of Board vehicles (both interior and exterior)
- Correctly load and unload all goods carried to ensure safety of the driver, vehicle and goods during transit
- Perform daily vehicle checks, as per training
- Drivers are legally responsible for the roadworthiness of the vehicle they drive.
- Use of computers for end of day reports and invoicing.
- To be smart of appearance and dress in the uniform provided.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.
- With guidance from management, respond and react to emerging situations and make judgements in relation to emergency, out of hours or extreme scenarios. (Vehicle breakdowns, equipment breakdowns, critical specimen uplift, short notice equipment transfer and helping maintain DGRI service during extreme weather or other extreme scenario's)

6. SYSTEMS AND EQUIPMENT

- Driving Licence (appropriate to vehicle driven)
- Range of vehicles from car to 7.5 tonnes goods vehicle. (7.5 if post holder holds appropriate, but is desirable)
- Fork Lift (if postholder holds appropriate)

Equipment

Vehicle tail lift, tachograph equipment, mobile telephone and spillage kits.

Cleaning/valeting:

Pressure washer/cleaner, air compressor, vacuum cleaner and fuel pump

Manoeuvring/lifting:

Cages, food trolleys, boxes, pallet lifter, sack trolley and liquid nitrogen Dewers.

Systems

Manual recording of vehicle log sheets defect reports.

Maintain accurate records of hours of duty, driving and rest periods.

Use of computers and software such as NeoMass and Royal Mail

Franking Machine IS-600 alongside Royal Mail procedures.

7. DECISIONS AND JUDGEMENTS

Post holders must drive all vehicles in relation to their post and must adhere to the department of Transport Laws and highway code procedures.

Follow the accepted Board policies, and departmental procedures.

Post holders are expected to make judgements on road and weather conditions with regard to their own, others and vehicle safety, using an alternative route if required.

Be flexible in regard to hours of work, shift rotas, vehicles and duties. Whilst driving postholders are unsupervised and therefore must be flexible to change work schedule to cope with the demands of the service.

The ability to respond to demanding work situations when required. The ability to change delivery/collection routes as necessary due to traffic congestion to meet target delivery deadlines, thus not affecting other services within the board.

Able to act on his/her own initiative, particularly when on duty as a lone worker by dealing with all requests made.

Ability to deal with unforeseen circumstances when out on own in transport vehicle and willing to be flexible with timescales if these events occur. E.g Road closures, car accidents, Hospital and Health Care centre requests.

8. COMMUNICATIONS AND RELATIONSHIPS

Engage in effective communication with:

- Staff throughout the region at DGRI, Community hospitals and Health Care centres including pharmacy, sterile services, portering and Estates.
- External agencies, which may include Freight Transport Association, VOSA and police.
- Other road users
- Colleagues within own department and other Boards

Maintain and be aware of confidential issues.

9. PHYSICAL DEMANDS OF THE JOB

- High level of driving skill is required as it is main aspect of job.
- The postholder will have long periods of sitting in a restricted position
- The post holder requires a level of physical fitness in order to complete the duties required.

- A high level of manual handling is required, and manual handling is interspersed with periods of driving between sites. Ability to lift items up to 25Kg and carry for short distances if required.
- High percentage of drivers activity takes place inside and outside buildings on a variety of surfaces and in all weather conditions
- Runs and routes can be the same throughout the week, with long periods of driving which requires a high level of concentration.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Ensuring the Standards of Services are adhered to, thus meeting the expectations of the manager, public and other NHS staff
- Dealing with complaints
- Working to tight timescales whilst maintaining road safety often in areas of high traffic activity
- Working under extreme changes in weather conditions, roads, other road users and traffic.
- Dealing with transfer of controlled drugs
- Making sure vehicle checks and procedures are done safely, securely and legally on a daily basis.
- Accommodating Hospital, Health Centre and Surgery requests to fulfil the needs of the patients but not creating an adverse effect for other NHS departments and timescales of your run.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Driving (hold and maintain a full driving licence)
 Category C Drivers licence- If required to drive a category C vehicle drivers must insure they are fully compliant with the requirement to hold a full driver certificate of professional competence (Driver CPC)
 Forklift licence and training maintained. (if post holder holds appropriate)
 Require to have a sound knowledge of geographical layout of region
 Health and Safety regulations and legislation
 Vehicle safety inspection procedures
 Sound communicator able to deal with colleagues and public at all levels in an understanding and sympathetic manner
 Moving & Handling Regulations
 Safety of Medical Gases (Movement and storage)
 Transportation of Goods and Equipment
 Fire Safety
 Basic level of computer skills and training in NeoMass, Excel and Word.
 Working and maintenance of Franking machine 1-600

12. JOB DESCRIPTION AGREEMENT

Job Holder’s Signature:

Date:

Head of Department Signature:

Date:

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Full clean driving licence <i>(Although a maximum of 3 penalty points may be considered)</i> 	<ul style="list-style-type: none"> ➤ Up to date CPC Qualification with minimum category C1
EXPERIENCE	<ul style="list-style-type: none"> ➤ Previous commercial driving experience ➤ Working to a timed schedule or itinerary ➤ Working alone or remotely ➤ Previous driving experience 	<ul style="list-style-type: none"> ➤ Car valet and maintenance experience ➤ Experience of working in a large public sector organisation ➤ Multi drop experience
SKILLS	<ul style="list-style-type: none"> ➤ Ability to work within a busy and varied environment as an active team member ➤ Ability to work with own initiative and respond to multi demands on their time and change tasks when required. ➤ Excellent communication 	<ul style="list-style-type: none"> ➤ Basic computer skills
KNOWLEDGE	<ul style="list-style-type: none"> ➤ Awareness of Health & Safety Issues ➤ Basic Road Transport Legislation ➤ Basic vehicle maintenance 	<ul style="list-style-type: none"> ➤ Geographical knowledge of Dumfries and Galloway.
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> ➤ Ability to be flexible to meet the needs of the team, the service and the board. ➤ Physical ability to be able to lift any items up to 25kg with appropriate moving and handling techniques on a daily basis. ➤ Ability to demonstrate that you are honest, reliable and trustworthy 	

Find Out More

NHS Dumfries & Galloway

For information on NHS Dumfries & Galloway, including details of further staff benefits, how to get started with us, advice for moving to the area, our facilities and beautiful surroundings, check out our **Work with Us** Portal.

To access the Work with Us web pages, copy and paste the following link into your web browser: www.nhsdg.co.uk/workwithus

Dumfries and Galloway Health and Social Care Partnership

For information on Dumfries and Galloway Health and Social Care partnership:
<https://dghscp.co.uk/>