

**NHS JES: DESKTOP MATCHING FORM DLT/A&G/33**

**JOB TITLE: Driver with Caring Duties (Grade II)**

**JOB STATEMENT: (up to 4 Key Elements)**

- (1) Transport clients to & from Trust facilities.
- (2) Collect & deliver goods/equipment.
- (3) Partakes in overall care of clients.
- (4) Undertake vehicle maintenance checks.

<b>Factor</b>	<b>Relevant Job Information</b>	<b>Job Level</b>	<b>JE score</b>
<b>1.Communication &amp; Relationship Skills</b>	Communicates with clients with special needs & who have challenging behaviour who are disruptive on vehicles. Persuading clients to wear seat belts, not to tamper with equipment i.e. tail lifts, wheelchair restraints.	3a	21
<b>2.Knowledge, Training &amp; Experience</b>	PCV qualification. Current Driving Licence – Full Category D Minimum 6 months experience driving minibuses/ coaches	2	36
<b>3.Analytical &amp; Judgemental Skills</b>	Driver makes decisions on whether it is safe to transport individual clients. Interprets weather conditions & decides on best route to take.	2	15
<b>4.Planning &amp; Organisational Skills</b>	Plans routes to take for pick up and return journeys of clients.	1	6
<b>5.Physical Skills</b>	PCV Licence – skills required for driving 24/28 seat passenger vehicles.	3a	27
<b>6.Responsibility for Patient/Client Care</b>	Provides personal assistance to clients – pushing wheelchairs, assisting with dressing in outdoor clothes, assisting in & out of house/vehicle.	3a	15
<b>7.Responsibility for Policy/Service Development</b>	Follows Trust policies and may comment on policies.	1	5
<b>8.Responsibility for Financial &amp; Physical Resources</b>	Responsible for safe use of vehicle. Responsible for security of vehicle. Responsible for safe carriage of clients in vehicle. Handles small sums of cash.	2e 2b 2a	12
<b>9.Responsibility for Human Resources</b>	Demonstrates own activities to others – on job training for new drivers.	1	5
<b>10.Responsibility for Information Resources</b>	Records personally generated information i.e. fills in log books etc.	1	4
<b>11.Responsibility for Research &amp; Development</b>	Participates in surveys/audits as required.	1	5

<b>12.Freedom to Act</b>	Follows road traffic legislation. Works alone when driving clients. Deals with disruptions in traffic flow. Manager available for reference.	2	12
<b>13.Physical Effort</b>	18-24 times daily for periods up to 10 minutes – manoeuvres clients in wheelchairs weighing over 15kg , bending to secure wheelchairs in place, transferring client from wheelchair to seat.	5b	25
<b>14.Mental Effort</b>	Concentration required when driving vehicle. Once a week may be interrupted by disruptive patient/ RTA/ client taking ill.	2a	7
<b>15.Emotional Effort</b>	Once a month deals with challenging behaviour of special need clients / upset carers if runs are cancelled / RTAs	2a	11
<b>16.Working Conditions</b>	Required to drive vehicle daily. Required to clean bus when clients have been sick – incontinent – daily.	4b	18

**DECISION- 224 Band 3**

**PROFILE NO:**

**MATCHING PANEL INITIALS:**

**DATE**