

# ***Driver Trainer / Auditor – South and West London***

***CT Plus SEN / ASC Operating Depots***



## **JOB DESCRIPTION**

### **The Company**

CT Plus is a social enterprise in the transport industry, safely providing over 23 million passenger trips on our buses every year. We deliver a range of transport services – from London red buses to social services transport, from school transport to Park and Ride, from community transport to education and training. We reinvest the profits from our commercial work into further transport services or projects in the communities we serve.

### **Title**

Driver Trainer / Auditor

### **Salary**

£Competitive

### **Working Hours**

These will be based on 39 hours per week, usually Monday to Friday, however flexibility will be expected to meet the service requirements of the driving staff. Weekend, evening and overnight working may be required.

### **Reporting to**

Service Delivery Manager

### **Job Purpose**

The role of the Driver Trainer / Auditor is to work in conjunction with the local management team and identify any training needs for any member of the driving or PA staff across all of the South and West London operations. This may be either through periodic training, as a result of an incident, or for any new members of staff, or following any changes in legislation. To ensure that all employed and agency staff are fully conversant with all of the latest training and regulations with regards to Special Needs transportation, and all of the necessary equipment. They must be able to work under pressure and will need to be highly numerate, computer literate, and ideally have previous training experience. The role will also be responsible for the conducting weekly 10% of PVR audits of Driver Pre-Use Check (walk rounds) at all South and West London depots, identifying errors and training needs, and then providing the relevant training to any member of staff to ensure full legal and contractual compliance.

### **Principal Accountabilities**

- To comply with, and promote, HCT's Equal Opportunities Policy at all times.

- To ensure that the company's Health Safety and Environmental policies and procedures are complied with at all times.
- To work with the local management teams to ensure that all induction programs for new staff are suitable and sufficient for those staff to safely carry out their role
- To conduct weekly audits of 10% of the depot PVR of all driver pre-use checks and ensuring that these are to the required Company standard. Identifying any failings and to provide any necessary training to bring all staff to the required standard.
- To deliver to driving and PA staff regular, scheduled, MIDAS, PATS, and any other formal training courses in accordance with contractual and legal obligations
- To assist the local management teams in identifying any individual that has any specific training needs
- To work with the local management teams at any of the South and West London operational depots in providing all necessary training to any member of staff, of any grade, as required.
- To produce, in conjunction with the local management teams, suitable training materials for all relevant and necessary training courses.
- To bring to the attention of the local management teams any concerns, or issues, with the equipment supplied, or the training associated with that equipment
- To carry out random checks on the quality of the service being delivered by drivers and PA's at any of the South and West London contracted operations via Contract Monitoring journeys
- To report any accidents, incidents, injuries or near misses in accordance with company policy.
- To undertake site-responsible person duties in line with company requirements
- To set a good example to all staff by wearing full company uniform, including a name badge, at all times when on duty.
- To undertake any other duties commensurate with the Grade. This could include undertaking PCV duties where there is a requirement.

### **Candidate Skills**

- A full PCV licence, DQC and Driver's tacho card are essential for this role.
- ADI driving standards qualification essential
- MIDAS and PATS train the trainer qualifications are essential
- Experience of working within the bus industry
- Experience with IT systems e.g. MS office, Powerpoint or Excel
- Good knowledge of bus industry legal requirements relating to vehicles and driving regulations
- Be numerate, literate and have the ability to communicate information in a detailed manner to all levels of staff.
- The ability to work flexibly within deadlines.
- Ability to manage a diverse workload.
- Good knowledge of Health & Safety regulations and requirements.
- Excellent administrative and organisational skills and the ability to be accurate and pay attention to detail
- Work patterns may include weekend, early morning and night work that are necessary to meet demand of a 24/7 Operational requirements
- Good time keeping and attendance, and the ability to compile accurate data, with a close attention to detail.
- The ability to work effectively as part of a team

- To be flexible, particularly with regards to working times, to accommodate the needs of the driving staff.

**Working environment**

The position is based at a Company operating centre, currently either Wandsworth or Bagleys Lane depots, but the post-holder may also be required to work at other Company sites undertaking any other duties as required.