

Driver (CVF)

| | | | |
|---------------------|--|------------|--------|
| District/Department | Vehicle Fleet Management – Driver Services | Rank/Grade | Band B |
|---------------------|--|------------|--------|

| | |
|---------------|--|
| Role purpose: | The role of a driver is to provide a service to SYP, to deliver/collect/move items such as Vehicles/mail/property/exhibits/furniture/personnel around the force and at times outside of force area maintaining a professional and confidential approach. |
|---------------|--|

| Summary of main duties | |
|--|---|
| <ul style="list-style-type: none"> • Check vehicles, reporting any damage to vehicles and equipment. • Convey as may be required drugs, firearms, DNA Samples, Cash, exhibits, files, tapes, various property, Uniform, mail and equipment throughout the Force area and country where appropriate. • Drive Passenger Carrying Vehicles (PCV) and/or Large Goods Vehicles as and when required (provided qualified and passed the appropriate SYP test). • Provide transport to Senior Leadership Group as and when required by the Driver Services Co-ordinator (requires completion of relevant SYP qualification). • Collection and disposal of confidential waste/used toner cartridges. • Transport personnel including South Yorkshire Police employees/witnesses/Actors. • Move/deploy road barriers as and when required. • Recover broken down vehicles, re-fuel vehicles and check oil, water, tyres, battery etc. Clean and valet vehicles inside and out. • Duties in relation to alcolimeters as and when required. • Assist in the receipt of oil and fuel deliveries. Re-charge batteries. Clean and maintain garage and parking areas (when trained) • Responsible for the management of all travel arrangements (including route planning and timings, location maps, parking facilities) • Responsible for the security of the vehicle and equipment at all times whilst engaged on driving duties. When requested, to assume responsibility for ACPO documentation. • Any other duties required to be carried out commensurate with the grade of the post. | |
| Competencies/behaviours | |
| <p><i>Please access the College of Policing website (via Google Chrome) and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.</i></p> | |
| Competency | CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive |

| | |
|---------------------------------------|--------------------------------|
| We are emotionally aware | Level 1 |
| We take ownership | Level 1 |
| We are collaborative | Level 1 |
| We deliver, support and inspire | Level 1 |
| We analyse critically | Level 1 |
| We are innovative and open-minded | Level 1 |
| Core values for ALL employees: | |
| Integrity Impartiality | Public Service Transparency |

| | |
|---|--|
| Experience, Education and Skills: <i>Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)</i> | |
| Essential: | |
| Must possess a current, clean full driving licence, to include cars and light vans up to 7,500 kg GVW. | |
| Ability to pass a Police driving test(s) prior to an offer of employment. | |
| Must use Airwave Radio & Satellite Navigation System. | |
| Pass SYP vetting at appropriate level to post | |
| Must be Computer Literate | |
| Desirable: | |
| Awareness of Microsoft applications. | |
| Knowledge of South Yorkshire area and South Yorkshire Police buildings. | |
| Hold LGV and PCV licence. | |