

JOB DESCRIPTION

| | |
|-------------------------------|---------------------|
| <u>Job Title</u> | Driver Trainer |
| <u>Reports to</u> | Lead Driver Trainer |
| <u>Reporting staff</u> | None |

Job Purpose

To provide and deliver Driver Training to meet the Service Driving Policy and NFCC Standards. To ensure that the statutory and operational requirements for safe competent drivers are met. To assess driving standards and to provide appropriate feedback to develop driver skills throughout the service to enhance a safe working environment.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

Specific Responsibilities

| | |
|----------|---|
| 1 | To provide driver training to staff in all driving disciplines including both novice and experienced drivers as detailed in the driver training policy and to meet legislative needs. |
| 2 | To design and maintain up to date driver course materials including training literature, presentations and assessments in accordance with legislative needs. |
| 3 | To establish and maintain effective record keeping regarding driving competence to provide accurate individual and service records. |
| 4 | To be responsible for the safety and conduct of students and resources undertaking training and assessment, e.g. daily vehicle checks and records, and cleaning of training vehicles and resources. |
| 5 | To make recommendations to the Service regarding changes in legislation and to contribute to NFCC best practice for driving standards to ensure that the Service meets legislative needs through attendance at regional and national meetings or conferences. |
| 6 | To seek opportunities to improve delivery methods and to optimise the student learning experience to ensure that time is used effectively and learning is understood and applied in a working environment. |
| 7 | Responsible for maintaining and managing recorded data and written records of assessments and training for review. |
| 8 | Maintain Continued Professional Development in subject matter areas as directed by organisational requirements and NFCC direction. |