

## Job Description

|                              |  |
|------------------------------|--|
| <b>Role Title:</b>           | Fleet Vehicle Technician & Driver  |
| <b>Normal Place of Work:</b> | Main Office is based at Weymouth Campus but this role will involve working across both campuses. |
| <b>Line Manager:</b>         | Transport Manager  |

For an informal chat or to find out more about this role, please contact Peter Atkins on [peter\\_atkins@weymouth.ac.uk](mailto:peter_atkins@weymouth.ac.uk)

### Main purpose of role

To drive college vehicles or vehicles hired by the college to provide travel for educational visits and any other transport bookings which arise whilst ensuring vehicles are Cleaned and maintained to a high standard.

### What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

**We are Connected:** Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

**We are Courageous:** In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

**We are Dynamic:** We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

**We are Empowering:** We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

**We are Welcoming:** We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

### What will the job entail?

- Drive College Vehicles to provide transport for educational visits as required and, as required, supervising students whilst on educational visits.
- Carry out any driving details as required.
- Maintain the college image through corrective and positive driving.
- Ensure all vehicles are clean and tidy before commencing any driving detail.
- Ensure all vehicles are cleaned and prepared after each driving detail.
- During monthly checks, ensure all College vehicles are kept in a clean and tidy condition; clean any that require it and report any damage immediately to the Transport Manager.

- Carry out daily walk-around checks of all vehicles prior to first use, reporting any faults to the Transport Manager before starting any journey.
- Carry out a thorough walk-around check prior to any vehicle going in for a safety inspection, MOT, or repair, and fix minor defects to prevent faults being picked up during inspection.
- Complete monthly vehicle check sheets and report any faults to the Transport Manager on the day of inspection.
- Check all road tax, Section 19 permits, and "O" License discs are displayed, readable, and in date; report any issues to the Transport Manager.
- Complete any minor mechanical repairs within your qualifications and experience as requested by the Transport Manager.
- Carry out a check of all college vehicles, including a road test, topping up any levels that require attention on a monthly basis, ensuring all components are checked for serviceability as per provided check sheets.
- Ensure all stock of vehicle oils, windscreen wash, spare bulbs, etc., is maintained and inform the Transport Manager when levels fall below acceptable limits.
- Carry out a physical check of all vehicle first aid kits to ensure they are complete and in date; report deficiencies for replenishment.
- Ensure compliance with all legislation, paying particular attention to driver's hours and Tachograph rules (if applicable):
  - Always carry the last 28 days' worth of records and hand any extras to the Transport Manager after each 28-day period.
  - Carry your digital Tachograph card at all times and ensure it is downloaded at the end of the 28-day period.

### All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.**

# Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

| Qualifications  | Essential | Desirable |
|---|-----------|-----------|
| English and Maths at Level 2 or above   |           | Y         |
| First Aid Qualification for willingness to work towards   | Y         |           |
| PCV Licence (D Licence)   | Y         |           |
| Driver Qualification Card   | Y         |           |
| Digital Tachograph card   |           | Y         |
| City and Guilds (Motor vehicle/Engineering qual)  |           | Y         |
| Knowledge and Experience  | Essential | Desirable |
| Previous Motor vehicle repair experience  |           | Y         |
| Previous Customer Care Experience   | Y         |           |
| Experience and knowledge of Health & Safety   | Y         |           |
| Knowledge of Fleet Maintenance Processes  |           | Y         |
| Skills and Abilities  | Essential | Desirable |
| Good practical skills in Fleet Vehicle Maintenance tasks.   | Y         |           |
| Ability to work under pressure  | Y         |           |
| Good people skills  | Y         |           |
| Good communication skills   | Y         |           |
| Ability to use MS Office applications including Outlook and Word.                                 |           |           |
| Personal Qualities  | Essential | Desirable |
| Patient   | Y         |           |
| High attention to detail  | Y         |           |
| Flexible with working hours as some late work will be required, as will weekend work on occasion. |           |           |
| Other   | Essential | Desirable |
| Full UK Driving Licence with Business Insurance   | Y         |           |