

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Transport Support Driver
SCALE:	2
SUPERVISION AND CONTROL:	Transport and Travel Receptionist
PLACE OF WORK:	Force Headquarters Workshop
HOURS OF WORK:	37 hours

PURPOSE OF THE ROLE:

To provide, with minimum supervision, a comprehensive transportation and courier service for the Force involving the collection and delivery of vehicles (ranging from police cars/vans to mobile police stations) to various police and non-police locations and the movement of mail, equipment, evidence, exhibits, money and personnel to similar locations whilst ensuring security and discretion with regard to items being conveyed.

MAIN RESPONSIBILITIES:

1. To provide a comprehensive and timely internal transportation delivery and collection service (including materials used as evidence) across the county to police stations and designated departments, on a twice-daily basis. This includes evidence files and mail to the Crown Court, CPS and Magistrates Court.
2. To liaise with local police supervision and to use initiative to ensure the co-ordination of the delivery and collection of all types of vehicles for conveyance to Force Headquarters Workshop for maintenance and repairs. To perform specialised towing when required.
3. To provide and co-ordinate a Forensic collection and delivery service for The Forensic Investigation Unit (FIU) and detained property, including weapons, firearms, drugs, DNA samples and other associated exhibits whilst ensuring and maintaining continuity and security of evidence. This may result in a court appearance and involves potentially dangerous items requiring a high degree of sensitivity /responsibility, security and Health and Safety awareness. To perform these duties unescorted.
4. To assist in the setting up of all types of vehicles and equipment for major events and incidents such as the Balloon Festival, Silverstone Grand Prix, etc by delivery and collection of vehicles and specialised equipment as required.

5. Provide a weekly Stores delivery and collection service from Force Stores to all stations and departments across the county, which include uniforms, forms, stationery and special equipment, etc. In addition, an ad hoc service is also provided for special needs (Tunics for inauguration, electoral roll, etc) as required.
6. To co-ordinate the collection and delivery of vehicles and equipment to specialised repairers and equipment installers across the country. In addition communicating any repair instructions from Transport and Travel management to repairers.
7. To support the workshop productivity and contribute to minimising vehicle downtime by providing a timely collection/delivery service of vehicle spare parts, tyres and items for repair on a daily basis as required.
8. To co-ordinate and share responsibility for the arrangements for leave and absence for all Transport Support Drivers on a rota basis.
9. To ensure that appropriate staff levels are maintained to complete priority tasks on a daily basis.
10. To provide a banking service for Financial Services, as required; normally three times a week and typically in excess of £1,000. To attend daily the Post Office to purchase stamps and deliver external mail as required. Provide petty cash delivery service. To perform these duties unescorted.
11. To complete administrative procedures associated with all duty aspects including completion of vehicle log books and refuelling. To ensure Transport and Travel Department vehicles are kept clean and all vehicles driven with due care and in accordance with Highway Code advice.
12. To provide a comprehensive and timely internal transportation delivery and collection mail service for the Fire and Rescue Service across the county stations and designated departments, on a daily basis.
13. To maintain cleanliness of Fleet vehicles and Workshop environment as required.
14. Contribute to the team culture.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment is subject to the candidate passing the appropriate Force driving tests, will be full time, and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 22 days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION
TRANSPORT SUPPORT DRIVER

ESSENTIAL CRITERIA:

1. Excellent knowledge of road network and location of premises.
2. Good interpersonal skills.
3. Current driving licence and ability to pass Force driving test.
4. Ability to assess and diagnose vehicle condition to determine if safe to drive.
5. Working knowledge of COSHH regulations and knowledge of current manual handling and lifting techniques.
6. Ability to work under pressure and work to schedule and timescale.
7. Adaptable and able to use initiative.
8. Competent in use of battery slave starting of disabled vehicles.
9. Aware of requirements of the Data Protection Act.
10. Candidates must be able to demonstrate a level of awareness of diversity and equality issues appropriate to this role.