

## Disgrifiad Swydd

Teitl y Swydd	Gyrrwr cludiant wrth gefn
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	Gradd 4
Pwynt/iau Cyflog	4
Cyflog	£25,185 pro rata
Pwrpas y Swydd	<p>Cyflawni'r swyddogaethau canlynol dan gyfarwyddyd cyffredinol y Cydlynnydd Cludiant a'r Uwch Yrwr:</p> <ol style="list-style-type: none"> <li>1. Ymgymryd â thasgau gyrru sy'n gysylltiedig â chludo cleientiaid oedrannus a/neu gleientiaid sydd ag anableddau.</li> <li>2. Cwblhau'r holl gofnodion electronig a'r cofnodion papur perthnasol sy'n gysylltiedig â'r rôl.</li> <li>3. Asesu cleientiaid gyda chymorth yr Uwch Yrwr a/neu'r Cydlynnydd Cludiant.</li> <li>4. Cefnogi swyddogaethau ehangach yr Uned Cludiant Teithwyr Gorfforaethol sy'n gymesur â lefel y swydd.</li> </ol> <p>Nid yw'r uchod yn hollgynhwysfawr ac mae'n agored i newid o fewn cwrpas a gradd y swydd.</p>
Lleoliad	<p>Glanyrafon – Aberystwyth Penmorfa – Aberaeron.</p> <p>Oherwydd natur y swydd a'r tasgau yr ymgymerir â nhw, mae gweithio'n hyblyg mewn lleoliadau eraill yn y sir yn ofyniad hanfodol.</p> <p>Bydd deiliad y swydd yn glynu at y gofynion iechyd a diogelwch ym mha bynnag safle y bydd yn gweithio.</p>
Oriau Gwaith	Achlysurol / 0 awr
Math o Gytundeb	Achlysurol
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cydlynnydd Cludiant
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<p>Rhoddir arweiniad ond bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun er mwyn sicrhau y caiff cleientiaid eu cludo'n ddiogel ac yn effeithiol.</p> <p>Darperir ffôn symudol er mwyn galluogi deiliad y swydd i ymgymryd â dyletswyddau'r swydd. Bydd gofyn hefyd i ddeiliad y swydd sicrhau bod adnoddau eraill yn cael eu cadw'n ddiogel e.e. camerâu, tom-toms.</p>

	<p>Glynu at yr holl ystyriaethau lechyd a Diogelwch gan gynnwys Cyfarpar Diogelu Personol priodol a chydymffurfio ag asesiadau risg yn ôl yr angen.</p> <p>Rhaid gweithredu'n ddiuedd, bod yn onest, yn deg ac yn gydymdeimladol a gallu arddangos empathi a thosturi. Gallu defnyddio sgiliau cyfathrebu priodol gydag ystod o randdeiliaid gan gynnwys y rheini sydd ag anghenion ychwanegol.</p>
<p>Telerau Cytundebol sy'n Gysylltiedig â'r Swydd</p>	<p>Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.</p>

**Dyletswyddau a chyfrifoldebau**

1. Ymgymryd â thasgau gyrru sy'n gysylltiedig â chludo cleientiaid oedrannus a/neu gleientiaid sydd ag anableddau.
  - Gyrru bysiau mini, ceir a / neu faniau bach a ddarperir gan y Cyngor yn unol ag anghenion y gwasanaeth.
  - Cynorthwyo cleientiaid i fynd i mewn i'r cerbyd a dod oddi arno (o ddrws i ddrws) a allai gynnwys defnyddio neu weithredu dyfais godi.
  - Dilyn / cydymffurfio ag asesiadau risg y gwasanaeth ac unrhyw asesiadau risg / gofynion penodol i gleientiaid sydd ar waith.
  - Sicrhau bod cleientiaid yn cael eu diogelu'n briodol yn y cerbyd, monitro cleientiaid ac ymateb i faterion a allai godi yn ymwneud â'u hymddygiad neu eu cyflwr.
  - Gweithredu fel hebryngwr, gan ddarparu cymorth i yrrwr / ymateb i anghenion neu ymddygiad amhriodol cleientiaid pan fo hynny'n briodol.
  
2. Cwblhau'r holl gofnodion electronig a'r cofnodion papur sy'n gysylltiedig â'r rôl.
  - Archwilio cerbydau am ddiffygion a chwblhau adroddiadau yn unol â gofynion y Cyngor.
  - Llenwi llyfrau oriau gyrrwr yn ôl y gofyn.
  - Llenwi Ffurflen Adrodd Digwyddiad gyda manylion damweiniau a damweiniau fu bron â digwydd pan fo'n briodol.
  - Llenwi ffurflenni damweiniau fel y bo'n briodol.
  - Defnyddio'r galedwedd a'r feddalwedd a ddarperir i dderbyn gwybodaeth ynghylch casglu/gollwng cleientiaid a chofnodi (mewn amser real) pryd y cesglir ac y gollyngir cleientiaid, yn ogystal â derbyn, darllen ac ymateb i negeseuon a anfonir drwy'r system.
  - Defnyddio'r ffôn symudol a ddarperir gan y Cyngor i adrodd am unrhyw faterion a allai godi.
  
3. Asesu cleientiaid gyda chymorth yr Uwch Yrrwr a / neu'r Cydlynnydd Cludiant pan fo hynny'n briodol.
  - Cynnal asesiadau o ran mynediad i gartrefi darpar gleientiaid a lefel symudedd y cleient (i'w gynnal gyda swyddog arall).

- Adrodd am unrhyw newid yng nghyflwr / ymddygiad cleientiaid a allai gael effaith ar eu haddasrwydd ar gyfer cludiant.

4. Cefnogi swyddogaethau ehangach yr Uned Cludiant Teithwyr Gorfforaethol sy'n gymesur â lefel y swydd.

- Cefnogi'r trefniadau sy'n gysylltiedig â'r gwasanaethau cludiant ehangach a ddarperir gan yr Uned Cludiant Teithwyr Gorfforaethol e.e. cludo pryd ar glyd, 'hotlocks', cludiant cymunedol / i'r ysgol, gwasanaeth Galw'r Gyrrwr a thasgau gweinyddol sylfaenol (nid yw'r rhestr hon yn hollgynhwysfawr).

Oherwydd natur y swydd, bydd yr ymgeisydd llwyddiannus yn destun gwiriad gan y Gwasanaeth Datgelu a Gwahardd.

# Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<p>Mae angen addysg uwchradd dda gyda 5 TGAU gradd C neu uwch neu gyfwerth, neu dystiolaeth amlwg o brofiad, gwybodaeth neu sgiliau tebyg.</p> <p>Mae'n rhaid i ddeiliad y swydd fod dros 21 oed a meddu ar drwydded yrru ers dros 2 flynedd. Mae'n rhaid i ddeiliad y swydd fod dros 21 oed, meddu ar drwydded yrru ers dros 2 flynedd a bod â hawliad D1 dilys ar ei drwydded yrru.</p>	
Sgiliau Ieithyddol Cymraeg	<p>Gwrando/Siarad: <b>Lefel 2</b></p> <p>Darllen: <b>Lefel 1</b></p> <p>Ysgrifennu: <b>Lefel 1</b></p>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	<p>Gwrando/Siarad: <b>Lefel 5</b></p> <p>Darllen: <b>Lefel 5</b></p> <p>Ysgrifennu: <b>Lefel 5</b></p>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Yn rhifog ac yn llythrennog.</li> <li>• Sgiliau cyfathrebu / rhyngpersonol da.</li> <li>• Yn yrrwr hyderus a chyfrifol.</li> <li>• Yn ddiuedd ac yn onest.</li> <li>• Y gallu i ddefnyddio technoleg gwybodaeth.</li> <li>• Y gallu i reoli ac ymdrin â sefyllfaoedd sensitif mewn modd tringar.</li> <li>• Y gallu i cynorthwyo cleientiaid sydd ag anghenion ychwanegol yn ddiogel, gan gynnwys codi a chario cadeiriau olwyn a chyfarpar arall.</li> </ul>	
Profiad Hanfodol	<ul style="list-style-type: none"> <li>• Profiad o weithio gyda'r cyhoedd.</li> <li>• Profiad o weithio mewn amgylchedd lle mae'n rhaid glynu at ganllawiau a phrotocolau.</li> <li>• Profiad o weithio'n annibynnol gyda goruchwyliaeth gyfyngedig.</li> </ul>	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<p>Bydd angen mynd at i gwblhau'r hyfforddiant / cymwysterau canlynol os nad ydych yn meddu arnynt eisoes:</p> <ul style="list-style-type: none"> <li>• Cynllun Ymwybyddiaeth Gyrwyr Bysiau Mini (MiDAS)</li> <li>• Cymorth Cyntaf</li> <li>• Rheoli Ymddygiad Cadarnhaol</li> </ul> <p>Ymgymryd ag unrhyw hyfforddiant arall a nodir ac y cytunir arno â'r rheolwr llinell gan gynnwys hyfforddiant sy'n benodol i gleientiaid pan fo hynny'n briodol.</p> <p>Bydd gofyn i ddeiliad y swydd fodloni'r lefelau ieithyddol o fewn dwy flynedd o gael ei benodi, a darperir hyfforddiant yn ôl yr angen.</p>	

## Dymunol

Cymwysterau / Hyfforddiant

- Cynllun Ymwybyddiaeth Gyrwyr Bysiau Mini (MiDAS)

Sgiliau Ymarferol / Personol

- Profiad o ymgysylltu â chleientiaid sydd ag anghenion ychwanegol.
- Gwybodaeth dda ynghylch yr ardal leol.

## Job Description

Post Name	Relief Transport Driver
Service	Highways and Environmental Services, Transport Services, Corporate Passenger Transport Unit
Grade	4
Spinal Point/s	4
Salary	£25,185 pro rata
Job Purpose	<p>Under the general direction of the Transport Co-ordinator and Senior Drivers:</p> <p>To undertake driving activities related to the transport of elderly clients and / or clients with disabilities.</p> <ol style="list-style-type: none"> <li>1. To complete all relevant electronic and paper-based records related to the role.</li> <li>2. To carry out assessments of clients with the support of the Senior Driver and / or Transport Co-ordinator.</li> <li>3. Support the wider CPTU functions as commensurate with the level of the post.</li> </ol> <p>The above is not exhaustive and is subject to change within the scope and grade of the post.</p>
Location	<p>Glanyrafon – Aberystwyth Penmorfa – Aberaeron.</p> <p>Due to the nature of the post, and the tasks undertaken, flexible working at other locations in the County is an essential requirement.</p> <p>The post-holder will adhere to health &amp; safety requirements of site working</p>
Hours of Work	Casual / 0 hours
Type of Contract	Casual
Contract Duration	Permanent
Line Managers Job Title	Transport Co-ordinator
Supervisory/Managerial Responsibilities	None
Accountability	<p>Guidance will be given but the post holder will be required to work under their own initiative to ensure the effective and safe transport of clients.</p> <p>A mobile telephone will be provided to enable the post holder to undertake the duties of the post. The post holder will also be required to ensure safekeeping of other minor resources e.g. cameras, tom-toms.</p> <p>To adhere to all Health and Safety considerations which includes appropriate Personal Protective Equipment and compliance with risk assessments as appropriate.</p> <p>Must act impartially, be honest, fair, and understanding, with the ability to demonstrate empathy and compassion, Be able to use</p>

	appropriate communication skills with a range of stakeholders including those with additional needs.
<p>Contractual Terms Associated with the Post</p>	<p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>
<p>Duties and Responsibilities</p>	
<p>1. To undertake driving activities related to the transport of children and / or elderly clients and / or clients with disabilities.</p> <ul style="list-style-type: none"> <li>• To drive Council provided minibuses, cars and / or small vans as appropriate to the service needs.</li> <li>• To provide assistance to clients to board and disembark from the transport (door to door) which may include the use / operation of wheelchairs and tail lifts.</li> <li>• To follow / comply with service risk assessments and any client specific requirements / risk assessments that are in place.</li> <li>• To ensure that clients are secured in the vehicle appropriately, monitor clients and respond to issues with their behaviour or condition which may arise.</li> <li>• To act as an escort, providing support to a driver / respond to the needs or inappropriate behaviour of clients where appropriate.</li> </ul> <p>2. To complete all relevant electronic and paper based records related to the role.</p> <ul style="list-style-type: none"> <li>• To carry out vehicle defect checks and reports in accordance with Council requirements.</li> <li>• To complete drivers hours books as required.</li> <li>• To complete Incident Report Forms related to Accidents and Near Misses as and when appropriate.</li> <li>• To complete Accident forms as and when appropriate.</li> <li>• To utilise the dedicated hardware and software provided to receive client pick up / drop off information and to record (in real time) the collection and drop off of clients as well as receive, read and respond to messages sent via the system.</li> <li>• To use the Council provided mobile phone to report any issues which may arise.</li> </ul> <p>3. To carry out assessments of clients with the support of the Senior Driver and / or Transport Co-ordinator where appropriate.</p> <ul style="list-style-type: none"> <li>• To carry out basic assessments of access to prospective clients homes and the level of the client's mobility (to be undertaken with another officer).</li> <li>• To report any change in the condition / behaviour of clients which may impact on their suitability for transport.</li> </ul> <p>4. Support the wider CPTU functions as commensurate with the level of the post.</p> <ul style="list-style-type: none"> <li>• Support arrangements related to the wider transport services provided by CPTU e.g. transportation of meals on wheels, hot locks, community / school transport and Dial a Ride and basic administration activities (this list is not exhaustive).</li> </ul> <p>Due to the nature of the post the successful candidate will be subject to an enhanced DBS check.</p>	
<p>Job Evaluation Post Ref</p>	<p>JD 1241</p>

## Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	<p>A good secondary education with 5 GCSE level Grade C or above) or equivalent is required, or demonstrable evidence of similar experience, knowledge and skills.</p> <p>Post holder must be over the age of 21 and must have held a driving licence for over 2 years and have valid D1 entitlement on their driving licence.</p>							
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Listening/Speaking:</td> <td style="padding: 2px;"><b>Level 2</b></td> <td rowspan="3" style="padding: 2px; vertical-align: middle;">The Welsh linguistic skills noted must be attained within two years of appointment.</td> </tr> <tr> <td style="padding: 2px;">Reading:</td> <td style="padding: 2px;"><b>Level 1</b></td> </tr> <tr> <td style="padding: 2px;">Writing</td> <td style="padding: 2px;"><b>Level 1</b></td> </tr> </table>	Listening/Speaking:	<b>Level 2</b>	The Welsh linguistic skills noted must be attained within two years of appointment.	Reading:	<b>Level 1</b>	Writing	<b>Level 1</b>
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English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Listening/Speaking:</td> <td style="padding: 2px;"><b>Level 5</b></td> <td rowspan="3" style="padding: 2px; vertical-align: middle;">The English linguistic skills noted must be attained within two years of appointment.</td> </tr> <tr> <td style="padding: 2px;">Reading:</td> <td style="padding: 2px;"><b>Level 5</b></td> </tr> <tr> <td style="padding: 2px;">Writing</td> <td style="padding: 2px;"><b>Level 5</b></td> </tr> </table>	Listening/Speaking:	<b>Level 5</b>	The English linguistic skills noted must be attained within two years of appointment.	Reading:	<b>Level 5</b>	Writing	<b>Level 5</b>
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Reading:	<b>Level 5</b>							
Writing	<b>Level 5</b>							
Practical and personal skills	<ul style="list-style-type: none"> <li>Numerate and Literate.</li> <li>Good communication / interpersonal skills.</li> <li>Responsible and confident driver.</li> <li>Be impartial and honest.</li> <li>Aptitude for using information technology.</li> <li>Ability to manage and deal tactfully with sensitive situations.</li> <li>Be able to safely assist clients with additional needs including the manual handling of wheelchairs and other equipment.</li> </ul>							
Required Experience	<ul style="list-style-type: none"> <li>Experience of working with the public.</li> <li>Experience of working in an environment where adherence with guidelines and protocols is required.</li> <li>Experience of working independently and with limited supervision.</li> </ul>							
Training/education required to be undertaken for the post/worked towards	<p>The following qualifications / training will be required if not already held:</p> <ul style="list-style-type: none"> <li>Minibus Drivers Awareness Scheme (MiDAS)</li> <li>First Aid</li> <li>Positive Behaviour Management</li> </ul> <p>To undertake any other training as identified and agreed with the line manager including client specific training where appropriate.</p> <p>The post holder will be required to meet the linguistic levels within two years of the appointment and training will be provided as necessary.</p>							

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> <li>Minibus Drivers Awareness Scheme (MiDAS)</li> </ul>
Practical / Personal Skills	<ul style="list-style-type: none"> <li>Experience with engaging with clients with additional needs.</li> <li>A good knowledge of the local area.</li> </ul>