

ROLE PROFILE Part1	Role Title	VOLUNTEER VEHICLE AND CYCLE MAINTENANCE SUPPORT ASSISTANT			Dept /LPA	
			VETTING LEVEL			
Grade/Rank	Volunteer					
Responsible To	TPT/SNT/CID/FSU as appropriate					
Staff Line Managed	None					
Reviewed by (Manager)	Insp Rawson				Date	15/10/09
Purpose of Job	To assist in ensuring that police vehicles and associated equipment are presented to a professional standard. To assist with the transportation of police vehicles for service or repair.					
Key Accountabilities	1. To give a regular and effective service. 2. To clean and undertake minor checks on police vehicles on regular basis (eg oil, tyre pressure etc.) which will be supplementary to the system of checks that are already in place. 3. To maintain inventories for vehicle equipment. 4. To report damage/loss of vehicle equipment and maintain vehicle kit to required standards. 5. To bring any issues with vehicles to the attention of a line manager. 6. To transport police vehicles to workshops for service or repair and return to Police stations as appropriate. 7. To assist workshops with tasks including the delivery of parts. 8. To clean and undertake minor check on Police cycles which will be supplementary to those already in place. 9. To transport vehicles to be cleaned at venues where pre existing arrangements already exist. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.					
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We are collaborative Level 1 Integrity Public Service					
Education/ Qualifications	Essential: To hold a full current driving licence. Desirable: driving licence which includes categories 'C1' and 'D1'					

**Experience
and Skills**

Essential: n/s

Desirable: Previous experience of presenting vehicles to a high standard