

Job Title	Driver Trainer		
Post Reference		Temporary/Permanent	Permanent
Grade	4	Hours	Up to 37
Reports to:	Lead Driver Trainer		
Line Management Responsibilities (Direct and Indirect)	No line management responsibilities		
Directorate/ Department	Human Resources & Learning and Development		
Location	Whitley Wood Fire Station, L&D Driver Training, 270 Whitley Wood Road, Reading, RG2 8FS		
Politically Restricted	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		
Main Purpose of the Job			
<ul style="list-style-type: none"> • The Driver Trainer is responsible for delivering high-quality driver training, coaching and assessment to nominated Service personnel attending courses arranged through the Driver Training Centre. The role ensures staff are able to operate Service vehicles safely, competently and in accordance with legislation, organisational policy and National Fire Chiefs Council (NFCC) guidance. • The post holder is expected to maintain their own professional standards by engaging in continuous training and development, keeping up to date with sector practice and national operational guidance. They will contribute to the effective running of the Driver Training Team by supporting consistent, compliant and high-quality training delivery. • The Driver Trainer plays a key part in supporting operational readiness by ensuring all drivers meet required competencies for emergency and 			

non-emergency driving, promoting safe systems of work, and embedding a positive road safety culture across the organisation.

Organisational Structure



Key responsibilities and Deliverables

- Responsible for the development of candidates through training and assessment, including the creation of development plans and to provide to support to both candidate and their line manager in achieving and maintaining driving standards.
- Provide driver training and assessments to all nominated operational service drivers and non-uniformed staff as required.
- Prepare and invigilate student assessments as necessary, including DVSA Theory Testing.
- Maintain all training vehicles in a clean and roadworthy condition, reporting defects to the maintenance contractor in the appropriate manner.
- Complete all necessary administration and records, both paper and electronic; to include driver training and assessment records, vehicle log books and vehicle defect reporting.
- Provide driver training to the required level, for Driver Training students to pass the category C practical driving test, as prescribed by the Driving Vehicle Standards Agency (DVSA).
- Provide driver training and assessment to the required level, for Driver Training students to merit Emergency Response Driver Training (ERDT / NFCC)

standards, enabling students to be capable of driving Service vehicles safely whilst attending emergency calls, as required by the Home Office, and taking advantage of the exemptions from The Road Traffic Act, available to Emergency Service Drivers.

- Provide driver training and assessment to the required level, for Driver Training students to merit Emergency Response Driving standards in all fleet vehicles (category B, C, C1, C1E, and D1), enabling students to be capable of driving Service vehicles safely whilst attending emergency calls, as required by the Home Office, and taking advantage of the exemptions from The Road Traffic Act, available to Emergency Service Drivers.
- Provide driver training and assessment to the required level, for Driving Training students to acquire appropriate skills for the driving of any specialist Service vehicles e.g. ALP, HRU, Ford Ranger, Category C1 vehicles (with towing capability), ICU, HERU, HVP etc, up to ERDT/NFCC standard, and taking advantage of the exemptions from The Road Traffic Act, available to Emergency Service Drivers.
- Provide driver training and assessment to the required level, for Driver Training students to achieve the necessary skills for off-road driving in appropriate vehicles.
- Provide driving assessment to the required level, for Driver training students to achieve category B driving standards non-emergency driving, as required by the Service.
- Responsible for liaison with the lead Driver Trainer and other Driver Trainers within RBFRS and other organisations.
- The individual is also required to:
 - Represent the Driver Training Centre at external events e.g. National/regional
 - Represent RBFRS Driver Training at external events e.g. National / regional project groups, seminars

Person Specification

Qualifications and training	On recruitment	After Training
Category C unrestricted driving licence held for a minimum of three years, with no more than three penalty points	X	
Qualified Approved Driving Instructor (DSA ADI)		X
Qualified ERD Instructor		X
Off-road driving / training experience		X
CAVA assessor		X
Trainer qualification (AET) or alternative	X	
IOSH Working Safely or similar qualification	X	

Knowledge, skills and experience	On recruitment	After Training
Interpersonal skills – able to develop good working relationships and influence people	X	
Communication skills – able to deliver information effectively to a range of audiences both written and verbally	X	
Able to work independently and unsupervised	X	
Basic computer literacy (Word, Excel, Outlook)	X	
Calm, patient disposition	X	
Able to carry out driver training and assessments to all Service vehicle drivers		X
A comprehensive knowledge of the Highway Code and driver training principles	X	
Basic awareness of the range of activities carried out by RBFRS	X	
Knowledge of Berkshire area		X
Comprehensive knowledge of LGV, Emergency Response, Off-Road and Advanced driving and driver training techniques		X
Comprehensive awareness of the range of activities carried out by RBFRS, and knowledge of the variety of Service vehicles, their specification and characteristics		X
LGV driving experience	X	
Driver Training Experience		X
Emergency Fire Service experience		X
Emergency Service response driving experience		X
Assessing experience		X

Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.
Leading Others (Behaviours for those who Manage/Influence Others)	
Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.
Leading the Service (Behaviours for those in Senior Management Positions)	
Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Profile prepared by:	Andy Stockwell, Group Manager (L&D)		
Approved by:	Becci Jefferies, HHR and L&D		
Profile Effective from:		Last reviewed:	24 March 2026
Post holder name:		Signature:	
		Date:	