

JOB DESCRIPTION

DIRECTORATE: ENVIRONMENT & TRANSPORT

SERVICE: TRANSPORT FOR WARRINGTON

POST DETAILS:

Job Title: DRIVER / ESCORT
Grade: 5
Location of Work SCHOOL BROW
Directly Responsible To: PASSENGER FLEET TEAM LEADER
Directly Responsible For: Vehicle & Service Users
Hours of Duty : various hours per week - annualised

Primary Purpose and Scope of the Job:

To provide an efficient and effective transportation service for the Families & Wellbeing directorate, having due regard for the needs, safety and welfare of service users whilst in their care.

WORKING RELATIONSHIPS:

To work as part of the Passenger Fleet Team, in conjunction with Adult Social Care and Specialist Transport Services staff.

KEY TASKS AND ACCOUNTABILITIES:

1. Transport and escort service users from their home to and from establishment/centres or other destination points (on the basis of door-to-door transport).
2. Ensure that service users are properly assisted prior to and at the end of their journey and having general regard to their welfare.
3. Report to the appropriate person on changes observed in the physical and mental well-being of service users, and summon the appropriate services in the case of emergencies.
4. Inspect, maintain and clean vehicles as required, in accordance with guidelines and instruction.
5. Maintain vehicle log sheets on a daily basis.
6. Comply with statutory and departmental regulations.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy, the job holder will undertake such work as may be determined by the Group Director from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

HEALTH AND SAFETY

"You will be required to take reasonable care of your own health and safety at work, the health and safety of other persons affected by your actions at work and to co-operate with management in implementing as far as is necessary in your job, the Council's Health and Safety Policy".

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Prepared/Revised By:

Alyn Jones

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Date Job Description signed by Holder: