



## Job Description

<b>Directorate</b>	PLACE
<b>Service</b>	Transport for Warrington

<b>Post details</b>	
<b>Job title</b>	Driver / Escort (Term Time only)
<b>Grade</b>	5
<b>Location of work</b>	School Brow Depot, Grey Street
<b>Directly responsible to</b>	Passenger Fleet Team Leader
<b>Directly responsible for</b>	Vehicle & Service Users
<b>Hours of duty</b>	20hrs per week (Term Time only)
<b>Primary purpose and scope of the job</b>	
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.	
<b>Working Relationships</b>	
To work as part of the Passenger Fleet Team, in conjunction with Adult Social Care and Specialist Transport Services staff.	

## Key Tasks and Responsibilities

1. Transport and escort clients from their home to and from establishment/centres or other destination points (on the basis of door-to-door transport).
2. Ensure that clients are properly assisted prior to and at the end of their journey and having general regard to the welfare of the service user.
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.
7. Supporting the council's climate and sustainability objectives by contributing to organisational culture and working practices that address climate and ecological emergencies and promote environmental sustainability.
8. 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 post holder at the appropriate time.

<b>Prepared / Revised By</b>	Lucy Appleton
<b>Role</b>	Passenger Fleet Supervisor
<b>Date</b>	17.3.26