**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS**

**JOB TITLE:** PASSENGER ASSISTANT

**DIVISION:** INTEGRATED TRANSPORT UNIT

**GRADE:** BAND 5

**RESPONSIBLE TO:** PASSENGER TRANSPORT SERVICES TEAM LEADER

**POST REFERENCE:**  SR-102213

**Purpose of Post**

To ensure that children and vulnerable adults with special needs travel safely to and from education and other establishments.

**Key Relationships**

Responsible to the Passenger Transport Team Leader reporting through Transport Supervisor co-ordinator

**Main Duties and Responsibilities**

1. Passenger Assistants are responsible for the direct supervision of the children in their care during transportation, ensuring they follow all necessary guidance and procedures laid down to support the role.
2. Passenger Assistants are required to follow all Health and Safety procedures in relation to the transportation of passengers
3. Passenger Assistants are required to carry out a visual inspection of their vehicle prior to transportation to ensure the vehicle is safe and in a roadworthy condition
4. Passenger Assistants are required to provide physical support to passengers by applying manual handling techniques including mobility aid restraints, passenger restraints and passenger assistance
5. Passenger Assistants must ensure that any information given to them in relation to their passengers is treated with the utmost confidence and in line with Information Governance Legislation
6. Passenger Assistants are required to maintain all necessary paperwork and any other records which may relate to their role
7. Passenger Assistants are required to attend any relevant training to help in their understanding, management and transportation of children, including those with special educational needs
8. Any other duties of a related nature which might reasonably be required and allocated by the Passenger Transport Services Team Leader

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 3rd November 2014

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**