

Job Description

Post Title: Transport Escort (A5113)

Evaluation: 331 Points

Grade: N3

Responsible to: Transport Team Leader

Responsible for: N/A

Job Purpose: To have individual responsibility in accordance with the practices and procedures of the Local Authority for service users while transporting them to Adult Social Care establishments (for example Day Services, Luncheon Clubs, 24 hour supported accommodation and Resource Centres).

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Acting as first point of contact between services users, their family and the Adult Social Care and Integrated Service directorate (for example reporting on their physical and mental health).
- 2 To report any personal injury to service users or staff as soon as possible to the Transport Team Leader or Transport Coordinator and complete any relevant documents.
- 3 To escort on all types of vehicles used within the Adult Social Care and Integrated Services directorate to ensure the safety of all passengers (for example securing of wheelchairs and operation of tail lifts).
- 4 To ensure the hygiene and cleanliness of directorate vehicles.
- 5 When not engaged in transporting services users, to carry out other tasks as required by the directorate. The transportation of goods as required by the directorate and duties as required within the garage.
- 6 To assist in protecting the wellbeing of those on Council premises by maintaining a healthy, safe and secure environment, ensuring that procedures and policies as they relate to staff and visitors are followed.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.