

Job Description

Post Title: CSC Transport Officer (A5151)

Evaluation: 554 Points

Grade: N8

Responsible to: Fostering Team Manager

Responsible for: Transport Assistants

Job Purpose: Responsible for the providing a safe, sustainable and cost effective home to school transport service for children and young people in car, enabling the Council to fulfil its statutory duties to ensure that children in care are able to access education. Promote and ensure health and safety in the context of home to school transport. Work with social workers and foster carers in developing the service in line with policies and regulations.

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. To be responsible for the home to school transport arrangements for children and young people, according to their individual needs, ensuring safety of service users whilst obtaining best value.
2. To implement appropriate travel arrangements ensuring the needs of the individual are met in line with legislation. This includes full risk assessments for each children and young people accessing the service before implementation and at each change in circumstance
3. To ensure appropriate allocation of drivers and escorts to ensure the health and safety of accommodate children and young people's individual needs. This will include commissioning services in line with the NCC procurement framework, inhouse escort team and engagement of Agency escorts as required according to the complexity of need.
4. To deal with escalated queries, complaints and allegations and to respond to first stage of appeals and present evidence at appeals panel relating to the service ensuring adequate policies, procedures and working practices are in place.
5. To manage financial allocations for transport arrangements. This includes commissioned providers and negotiating and managing budget agreements for alternative travel arrangements
6. To work with education providers, social workers and families in identifying and enabling opportunities for individuals to develop independent travel skills. Provide

advice and support to children, young people and families so that they understand and access the most appropriate and cost-effective travel options. Promote Preparing for Adulthood by supporting independent travel training where appropriate.

7. To assess individual journeys in response to incidents or complaints. This includes ensuring reporting to external agencies where necessary; designing and implementing appropriate strategies to resolve issues, follow-up monitoring as appropriate.
8. To undertake quality assurance monitoring processes for the transport service, and to work alongside social workers to ensure that existing transport arrangements are reviewed annually and whenever a change in circumstances occurs.
9. To be alert to safeguarding risks including risk of harm and abuse to individuals, and to work with necessary agencies in investigating and resolving safeguarding concerns.
10. To maintain accurate and clear records within the service in accordance with Council policies, procedures and financial regulations. This includes ensuring accuracy of service user information as well as financial information and the analysis of statistical information.
11. To liaise with health colleagues as required to ensure specialist training for drivers and passenger assistants for service users with medical conditions and ensure the safe transportation and storage of medication.
12. To work with SEND services to deliver training to drivers and escorts to ensure compliance with all appropriate policies and procedures.
13. To contribute to the development of and provide advice and guidance in relation to transport policies.
14. To support the SEND Transport officer in their role as the service lead on the procurement process for the Taxis and Public vehicles framework.
15. To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
16. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures