



Job Description

Post Title: Bus Escort

Grade: BB03

Responsible to: Headteacher

Responsible for: N/A

Job Purpose: To travel on dedicated school transport supervising pupils and ensuring their safe passage from 'home' to school. To ensure that good standards of behaviour are maintained at all times and to monitor and report any concerns to the Head Teacher and/or Transport Officer.

Main Duties: The following is typical of the duties the potholder 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 travel in the vehicle with the children throughout the whole length of the journey from the first pick up point to the school and vice-versa.
2. To see that good standards of behaviour are maintained.
3. To give any assistance in all circumstances to each child taking due account of any individual special needs.
4. To ensure that children are put on and off the buses safely and that they take due care and attention when crossing roads or entering school grounds.
5. To ensure that the children are safeguarded at all times.
6. To monitor standards of behaviour and submit reports to the Education Transport Section and the headteacher of any concerns.
7. To monitor the performance of the contractor providing the bus service, looking at issues such as the standard of driving and the conduct of the driver, the cleanliness of the vehicle, punctuality etc.



General

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.