



SWINDON
BOROUGH COUNCIL

Role profile

Job Title: Bus Escort	Grade/ Level: K	Post Number: TA3455
Directorate: Housing and Social Care	Job Family: Travel Awareness & Safety	Date Prepared:

Role reports to (Job Title): **Deputy Manager**

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

Responsible for the supervision and care of service users who have a learning or physical disability, whilst they are travelling to and from the Day Service Centre.

Key Accountabilities:

1. To supervise the service user between the dwelling and the vehicle, providing any necessary assistance.
2. Assists with getting service users on and off the transport.
3. Escorts the service users to and from the Centre on the transport provided ensuring where necessary any safety constraints are applied e.g. harnesses, clamps for wheelchairs.
4. Provides any necessary care and attention required by service users during the course of the journey.
5. To help deal with any emergency which may arise on the transport and report any incident to the Manager.
6. Supervise the service users between the vehicle and the Centre and on arrival at the Centre and ensure that they are handed over to the care of a responsible person.
7. Act as a liaison between relatives/carers by delivering messages, medication, monies etc to the Centre on behalf of the service user.
8. Read and adhere to the Policies and Procedures Manual.

Supplementary Accountabilities:

1. Provide emergency cover as support workers in the Centre when necessary.

Job Scope: Number and type of jobs managed:

None

Typical tasks supervised/allocated to others:

None

Job Scope:

Budget: None

Assets: None

Knowledge and Experience:

Knowledge of safe lifting and handling techniques

Degree of physical fitness in order to carry out expected duties.

Decision Making:

Necessary decisions whilst on the transport.

Contacts and Relationships:

Verbal and written communication with service users, carers and staff.

Creativity and Innovation:

Use of imagination and creativity when working with service users and carers

Job Specific Competencies:**Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: