



Job Description

make the right move - join us



St. Helens Council

Post: Passenger Assistant

Post Number: EEBU30

Department: Children and Young People's Services

Grade: SCP 8-10

Responsible to: Transport Manager

Purpose of the Post: To ensure that children or young adults with special needs traveling on hired transport do so in a safe and secure manner.

Duties and Responsibilities:

1. To ensure passengers board and leave the vehicle safely.
2. To ensure passengers are safely seated, facing the front and wearing properly positioned and adjusted seat belts or using a properly adjusted special harness, seat or child restraint during the journey.
3. To ensure luggage/bags etc. are stored safely prior to commencement of the journey.
4. To fit wheelchair restraints/clamping systems (including clamps, webbing, rear lock, quick lock systems).
5. To undertake manual handling of clients only in the case of very small children and only after training.
6. To relay information between the child's parents/guardian and school and vice versa. To act as liaison between school, parents, transport company and the school transport supervisor/section.
7. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
8. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
9. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.



Job Description

make the right move - join us



St. Helens Council

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: