

## Job Description

<b>Job Title:</b>	SCHOOL TRANSPORT DRIVER/ESCORT
<b>Hours:</b>	Part Time 15 – 25 hours per week, Bank Work also available
<b>Hourly Rate:</b>	Low Dependency - £7.83 High Dependency - £7.98-£8.35
<b>Shift Pattern:</b>	Between - 7.00am – 10.00am & 2.00pm – 5.00pm

### Key Purpose of Job

To drive, supervise and/or provide medical assistance to Special Educational Needs (SEN) children during their journeys between home & school

### Anticipated Outcomes of Post

Safe and timely transport of (SEN) children between home & school.

### Key Duties

- Receive/transport children from their home address/respite to school and return.
- Receive and pass relevant information about the child's wellbeing between collection and drop off points.
- Use the tail-lift to assist with wheelchair access.
- Secure each child travelling in the vehicle before it moves off.
- Check medication and specialist medical equipment onto the ambulance and ensure it is handed over to the school or home/respite at each collection/drop off.
- Administer medication in extreme cases during the journey in accordance with the care plan, previous instructions and training.
- High Dependency Crews - Use specialist equipment such as a suction machines to help children clear secretions and aid their comfort during transport.
- Maintain discipline amongst the children travelling in the vehicle and prevent distractions to the driver.
- Interact with the children whilst they are on the ambulance, creating a stimulating and enjoyable journey.
- Report issues of concern regarding the child or family to the school staff and concerns about the school to line manager.

**ALWAYS READY. ALWAYS DEPENDABLE.**

#### B.N.GIBSON Ltd

Gibson House, Brailwood Road, Bilsthorpe,  
Newark, Nottinghamshire NG22 8UA

**24hr:** 01623 870312

**Fax:** 01623 871740

**Email:** [info@bngibson.co.uk](mailto:info@bngibson.co.uk)

**Web:** [www.bngibson.co.uk](http://www.bngibson.co.uk)

Company registered in England & Wales No: 1356783

VAT Registration No: 309 2953 49

Directors: A.C.Corbett, Dip 5 H&SC / A.Corbett / J.Wood, Secretary

**DNCC**  
Department of Nottinghamshire County Council

**CareQuality**  
 Commission

## Health and Safety Responsibilities

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work. All employees will ensure that they:-

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.
- To take reasonable care of the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work;
- To co-operate with the Council's Health and Safety arrangements;
- Not to interfere with or recklessly misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## Other Duties

To undertake additional duties as required, commensurate with the level of the job.

## Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- BN Gibson Ambulance Services operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the company's buildings or grounds, ambulances, school premises and outside the homes of children. Staff will not be released for a break that is specifically for smoking.
- Holidays are not permitted during school term time.
- Route and passengers may change at short notice and/or you may be asked to cover an alternative school run.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Staff Handbook, Policies and Procedures.
- The post-holder must comply with the company's Health and Safety requirements.
- Ambulances depart from the Ambulance Yard in Bilsthorpe unless told otherwise.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS), before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent".

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Emergency Management Centre of Excellence

**CareQuality**  
 Commission

### Job Title: SEN School Transport Driver/Escort

B N Gibson Ambulance Services and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service.

#### Person Specification

##### Required Skills and Competencies

- Compassion and the ability to care for others
- Ability to communicate effectively with children, parents and colleagues
- Effective customer care skills
- Ability to follow precise instruction written and verbal
- Ability to record actions taken
- Attention to detail
- Ability to work as part of a team
- Ability to work on own initiative
- Competent, steady and considerate driving skills
- Ability to read maps and/or use a sat nav to find new addresses without prior planning and/or at short notice
- Ability to carry out the physical requirements of the role (i.e.manual handling)
- Good timekeeping, reliable and trustworthy
- Ability to use a mobile phone and send and receive an email preferable, but training will be given.

##### Any job offer is dependent on the applicant:

- ✓ Successfully obtaining an enhanced DBS
- ✓ Subscribing to the portable DBS Scheme
- ✓ Passing a drivers medical
- ✓ Passing a driving awareness test
- ✓ Passing an interview with the local authority in respect of a private ambulance hire licence.
- ✓ Successfully passing first aid, wheelchair securement and manual handling training
- ✓ For high dependency crews – successfully passing, high dependency transport.

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