

Department	Children and Young People's Department	Division	Transport
Designation of Post	Escort	Grade	Post No
		Band C	E999 2501
Responsible to	Team Manager		
Immediate Subordinates			
<p>Description of duties</p> <p>To ensure children are collected from and returned to their home addresses and are handed over to a parent or responsible adult.</p> <p>To ensure that the conduct of the children, whilst on the vehicle, does not put anyone at risk and to report any disruptive behaviour to the Transport section and to the Headteacher.</p> <p>To submit written reports to the Transport section of any incidents as mentioned above.</p> <p>To ensure that on journeys parents pass money, valuables and any medicines to you for safe keeping and that these are handed into school.</p> <p>To contact the Transport section if difficulties are experienced with your assigned contractor.</p> <p>To notify the Transport section if you are unable to carry out your journey. Escorts must not arrange their own standby cover.</p>			
<p>Issued by</p> <p>Chief Officer</p> <p>Date</p>			