

## **Job Description – Mini Bus Escort (Bank)**

Part time Bank Escort required to work holiday and adhoc cover.

This role would suit someone who is flexible and available at short notice should the need arise.

The hours required are two hours, morning and afternoon 7.30am - 9.30am and 3pm - 5pm. Full training will be provided.

To ensure our Service Users are transported to and from the centre in a safe, comfortable and respectful manner.

- To adhere to the Myriad transport policy and procedures.
- To accompany the clients on the journey
- To ensure that the vehicle environment is conducive to a safe and happy journey.
- To adhere to the arranged routes and to contact relevant parties should there be any delays.
- To assist with the physical mobility and management of clients, safely and with dignity.
- To report and record significant matters in the clients day, incidents and accidents as they arise in accordance with Myriad policy and procedure.
- To ensure required paperwork is completed as and when required in accordance with Myriad policy and procedure. This includes bus checklist,
- To attend and participate in staff meetings and in accordance with Myriad staff development policy attend relevant training courses as they are required/made available.
- To have a responsibility for the general supervision of clients who may need to be safeguarded or who should not be left alone.

Job Type: Part-time

Salary: £7.83 /hour