

# Context statement

To accompany job description and person specification when required

**Job title: Peripatetic Passenger Assistant**  
**Team: Dorset Travel**

## Organisation Structure

**Reporting to:** Compliance Officer

Dorset Travel was formed in 2008 and is committed to providing a high quality of service for its customers from school children to day centre visitors and members of the public. The combined 'in house' and 'bought in' fleet carries over 13,000 passengers every day on various services and routes across Dorset.

Dorset Travel is also an accredited training centre with experienced and qualified trainers, new staff will be invited onto a full induction training course, providing the tools and knowledge to enable you to work safely and professionally.

The course content for all new staff:

- Emergency First Aid
- Manual Handling
- Customer Care
- Safeguarding Children
- Fire & Evacuation

## Context of Work

The role of peripatetic passenger assistant is to take care of the health & safety of special educational needs (SEN) children, in the transportation from home to school and school to home.

To understand the hazards and comply with safety policies, ensuring not to put yourself or others at risk.

The peripatetic passenger assistant has to be physically fit, some SEN children have no concept of their own safety and you will have to ensure the safety of the children on your route, you might need to run after a child if they have alighted from the vehicle and are in danger. Some children travel in wheelchairs, you will need to be able to push the child in the wheelchair from the vehicle to the school entrance. You must be able to run, bend, stretch, push, pull, lift, carry and kneel to provide the care required for the position of passenger assistant.

The peripatetic passenger assistant will be trained in emergency first aid; this will need to be used in all emergency situations as well as calling 999.

The peripatetic passenger assistant has a duty of care to safeguard children from harm and this training will be provided.

Communication can sometimes be difficult with children with learning disabilities, you will be provided with different ways to communicate. It is also very useful to talk with the school staff as they will be able to provide extra information as to the likes or dislikes of the children.

The role of peripatetic passenger assistant does exactly the same as any other contracted passenger assistant with the exception that there is no fixed route or starting/finish time and



you will be expected to cover sickness or staff shortage, where necessary, and as detailed by Dorset Travel. The contracted hours of work are spread over the working week and it is expected that, where necessary, overtime hours will be worked. It will be normal practice to give as much advanced notice of working as possible, however, this is a cover role and you will need to be prepared for short notice working.

## **Travel Requirement**

The post of peripatetic passenger assistant has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the County Council) to be available in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period and Insurance for all vehicles must have **Business Use** cover.

In situations where peripatetic passenger assistants are required to use their vehicle to carry out normal duties, they are entitled to claim for excess travel time, in respect of home to work travel, where this exceeds a total of two hours per day, with each day standing alone. There is no entitlement to travel time where peripatetic passenger assistants board and are returned to their home address.

Peripatetic passenger assistants are entitled to claim for home to duty mileage in excess of ten (10) miles per day.

The approved home to work mileage and travel time will be in relation to the home address applicable at the time of appointment.

## **Other information**

As a peripatetic passenger assistant, you will be required to attend a course of induction training prior to going into your main role, and there will be ongoing refresher training and evening meetings which you will be expected to attend.

As with all drivers the Dorset Council 'Driving at Work' Policy will apply, every year your licence details and vehicle insurance details (where appropriate) are checked by the Compliance Officer.

## **Driving Standards Programme**

Each year, and combined with the Driving at Work Policy, all driving staff are required to complete an Annual Health Declaration to ensure standards are maintained

<b>Context statement prepared by:</b>			
Training Officer	Kate Rice	Date	July 2020