JOB DESCRIPTION

Job Title: Casual Escort		**Ref No: NEW**	**JE Ref:**
Department: Economy and Infrastructure	**Band:** 3	**Location: Dumfries and Galloway**	
Responsible To:	Transport Officers		
Responsible For:	-		
Job Purpose:	To provide direct support to Pupils when travelling to and from School.		
Main Responsibilities:	1. Ensuring the comfort, security, and safety of pupils being transported to and from School. 2. Acting as the 'link' between pupils homes, driver and school staff.		
Job Activities:	1. To assist pupils to board and leave the vehicle. 2. To ensure no pupil boards or leaves the vehicle whilst in motion and that vehicle doors are kept closed. 3. To ensure pupils are seated and appropriately secured in their seat. 4. To ensure that pupils in wheelchairs are assisted on to the vehicle in accordance with the relevant health and Safety procedures and that wheelchairs are secured to the vehicle floor whilst the vehicle is stationary. 5. To carry medicines between pupils' homes and the school. 6. To carry messages from pupils, their carers to school staff and vice versa. 7. To actively participate in supervision arrangements. 8. To undertake any training as required by the Department.		

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**D Robison**	**Date: 31.07.2025**

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