



Phoenix Taxis
Albion Retail Park
Albion Way
Blyth
NE24 5BW
01670 540 222

Summary – Passenger Transport Assistant Application

The prime concern is prompt, safe and efficient economical transport for service users between home to school transport on a regular schedule. We have positions available throughout Northumberland, North Tyneside, Newcastle and County Durham.

Established Duties and Responsibilities

- Liaise with management, the School Contracts department and on occasions the Local Authority
- Meeting and greeting your service users and their parents/ carers
- Assisting all service users on and off board the transport
- Ensuring all passengers adhere to Health & Safety guidelines
- Where necessary, riding on the tail lift of the transport with your service users
- Recording and reporting all issues, problems and feedback on your specified route
- When applicable, safe transportation of medication
- Recording, reporting and replenish of on-board equipment
- Reporting all accidents to management at Phoenix
- Ensure health, hygiene and appearance are kept to a maximum standard

Requirements

- You must be 18 years of age to apply for the Passenger Transport Assistant vacancy
- You must upkeep health, hygiene and safety throughout your vacancy
- Must be readily available for short notice work and prepared to cover at short notice
- Phoenix require 100% commitment for this role to ensure you can provide and practice a high standard of service
- Please note that throughout your role as a Passenger Transport Assistant you will be required to transport wheelchair users to and from the vehicle, perform manual handling and adhere to Health & Safety. You will also be required to climb steps/ stairs, ride on tail lift and where possible, bend over and secure wheelchairs. It is of up most important that you maintain your health and inform management at the first opportunity if this changes.

You will be paid the National Living Wage for the length of time you transport your first service user to the time you drop off your last service user at their named School or placement.

If you are interested in the above vacancy please forward a copy of your CV to laura.cleverley@phoenixtaxisbl.co.uk