

## **Terms and Conditions**

### **PART-TIME PASSENGER ASSISTANT (PA)**

An outline is given below. The appointment will not be subject to the standard Ealing Community Transport contract.

#### **General**

- The PA will be expected to cover the duties of a specific contract providing transport for our clients or customers.  
**Alternately** the PA will be part of our relief pool.
- Transport contracts may be for a fixed term and could be cancelled at short notice.
- PA's will be allocated to specific contracts for operational reasons or as appropriate.
- The PA may be asked to undertake escorting duties where they integrate with other duties.

#### **Hours**

- The PA will work split shifts as required by the contract.
- Home-to-school PAs will work term time only as governed by the school contract, currently estimated between 160 and 180 days per annum.
- Home-to-school PAs will be available 7.00 - 9.45am and 2.30 - 4.45pm approximately. It is expected that the two journeys should take about 4 hours daily but this can vary between contracts, either less or more hours. Some flexibility will be required and the PA may be expected to start earlier or finish later for operational or traffic reasons.
- The PA may work outside the above shifts on other contracts or transport services.
- The relief PA will work shift rotas, split shifts, evenings and weekend rotas as and when required by mutual agreement.
- Relief PAs will be asked to cover the duties of other PAs by mutual agreement.
- Relief PAs may be required at short notice, possibly early morning to cover sickness. PAs may also get plenty of warning to cover planned holidays by other workers.
- Relief PAs may be asked to cover regular commitments.

#### **Salary**

- The post will be paid at a total of £6.65 per hour to include holiday pay pro-rata
- Home-to-school PAs will be paid at an agreed average daily rate and can be paid equal monthly amounts, based on an annual figure. Payment will be in arrears through our payroll system directly into a bank account. Timesheets are required.
- Relief PAs will be paid monthly in arrears for the actual hours they have worked on production of timesheets.

#### **Sick pay and Holidays**

- There is no entitlement to sick leave notwithstanding any statutory entitlement.
- There is 5.6 weeks pro-rata holiday pay entitlement, which has been included in the total hourly payment shown above.
- Holiday pay, included in the rate given above will be paid at £0.72 per hour.
- School PAs under normal circumstances are expected to take their holidays during the school holiday period.
- Holidays taken by school PAs during term-time will be un-paid.

#### **Police checks**

- Required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB) in accordance with the Code of Practice.
- A criminal record will not necessarily be a bar.

#### **Probationary period**

- The appointment will be subject to a six-month probationary period.

#### **Working conditions**

- PAs will be required to operate daily out of Greenford Depot although this may change for operational reasons.

#### **Uniform**

- PAs will be required to wear our distinctive but informal uniform of yellow polo shirt and green fleece. These will be provided.

#### **Training**

- Training will be given which includes MiDAS Passenger Assistance Training, a nationally recognised standard.
- Further training opportunities will be offered where they will enhance our work