



Office 9
Thames Road Depot
Thames Road
DA1 5QJ
Tel: 01322 311333

Community Transport For Groups & Individuals

Website: www.bexleyct.co.uk
Email: enquiries@bexleyct.co.uk

Independent Travel Trainer Reports to the Independent Travel Training Manager:

Job Description

About BATS Group

BATS Community Transport Scheme is first and foremost a Charity supporting social needs in the community. BATS are committed to ensuring the accessibility requirements to the most vulnerable in our community so that they can access jobs, education, social networking, including vital services such as hospital appointments and shopping,

We deliver a wide range of transport services – from Transport for London Dial a Ride to special educational needs transport, from social care transport to Hop n shop services, to day trips out. From transport training MIDAS, PATS, and Travel Training.

Job summary

To provide training support to clients with special educational needs or social adult care clients, to enable clients to travel independently, safely, and confidently to and from schools, colleges, or day services. Ensuring the clients safely and overall wellbeing is paramount during training. Manage day to day relationships between the service, schools, families, and careers, ensuring good positive communication, accurate reporting safeguarding and promoting the welfare of the clients, to promote and maintain the reputation of the service to a high standard.

This position is subject to an enhanced DBS check.

At times you will be required to work across other boroughs.





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Job purpose

Key responsibility

Travel Training

- Communicate and work with parents/ carers to ensure readiness for training
- Undertake the training plan, reporting to the manager, attend weekly update meetings, to demonstrate progress or highlight concerns.
- Keep clear and accurate daily progress reports including next steps that are sent to the manager daily.
- Conduct route and risk assessments for each individual client.
- Provide support & guidance to clients in preparation for training.
- Establish collaborative relationships with other professions such as school, safer transport police, health care staff, travel, and transit staff.
- Attending red bus day workshops, parents' evenings, and other events such as these
- Teach a range of skills including but not limited to route planning, pedestrian skills, transit skills, personal safety, strategies in coping in an emergency relating to life skills
- Provide learning materials and additional support to promote success, including learning modules.
- Complete parent recorded meetings to monitor progress and updates
- Provide case studies and examples to support learning and evaluate the service
- Provide good customer service.

Stakeholder management / engagement

- Promotion of the service within schools, parent groups, police, bus companies and other stakeholders as necessary
- Support any promotional materials including the communication, marketing, and production
- Assist with case studies for the website and content to engage learners, carers, and stakeholders
- Comply with all Health and safety processes
- Comply with safeguarding reporting procedures





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Personal motivation

- Undertake all training and development activities as required
- Attend weekly meetings to provide support and guidance and supervision meetings face to face
- Contribute to peer support, sharing good practice, policy updates team building and communication

Skills & Experience:

- Experience (paid or voluntary) of working with people with disabilities and families from a range of backgrounds
- Strong communication skills across diverse audiences
- Understanding the needs and requirements of people with a learning disability or physical disability
- Keeping accurate recording and reporting tasks using both written and templated on I pads
- Confident in working independently
- Ability to use and navigate public transport with confidence
- Ability to follow written policies and procedures
- Ability to use online journey planning, mapping, and routing to follow travel plans
- A patient and friendly manner, to be able to remain calm in situations
- Working outdoors in all weathers
- Working dynamically and thinking on your feet
- Ability to problem solve
- A willingness to work flexibly in response to changing clients' need

A full enhanced DBS check is required and two references.





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When applying for a DBS check, we require the employee to pay £20.00 towards the initial application.

Once 6 months service has successfully been completed £20.00 will be refunded to you in your salary.

