

JOB DESCRIPTION

JOB TITLE:	Transport Manager
SALARY:	£28,549pa full time. Actual salary £25,782pa.
WORK PATTERN:	37 Hours Term Time +2weeks (205 days)
CONTRACT:	Permanent

PURPOSE OF THE ROLE

As Transport Manager, you will play a vital role in keeping our vehicles running smoothly and safely. You will be responsible for managing our transport team, coordinating transport logistics, preparing weekly work schedules, monitoring fleet maintenance, communicating with our customers and keeping up-to-date transport compliance. This vital role will ensure that a high-quality transport service is provided to all students and key stakeholders.

KEY RESPONSIBILITIES

General:

- Develop, maintain, review and improve college transport services
- Carry out bus pass checks for all routes
- Deal with bus related complaints
- Track applications and monitor numbers on all routes
- Chase payment for bus passes
- Provide up to date figures on numbers and any potential new routes for each new intake
- Organise transport for Transition Day
- Liaise with North Lindsey College with regards to students travelling on JLC routes
- Identify potential new routes
- Work with marketing to promote new routes to encourage students to come to JLC
- Ensure all health and safety obligations are met and company policies are adhered to

- Manage applications system for all students applying for a bus pass
- Print and Issue college bus passes

External (contracted in buses):

- Work alongside the Director of Finance on the procurement of bus contracts
- Liaise with external bus companies
- Liaise with finance to purchase local authority bus passes for eligible bursary students
- Act as point of contact with external bus companies
- Ensure externally contracted providers adhere to college processes e.g. checking of bus passes
- Liaise with external bus companies to obtain quotes for trips and visits

Internal (college vehicles):

- Report any safety concerns, hazard observations, accidents and incidents in a timely manner to allow full investigation and prevent re-occurrence
- Ensure full compliance to all relevant legislation & policies
- Ensure detailed records are kept of maintenance and servicing schedules
- Ensure the following is in place for all college vehicles:
 - Servicing
 - MOT
 - Tax
 - Insurance
- Ensure vehicle availability on daily basis meets with transport requirements
- Ensure effective rotation of vehicles for college routes and journeys
- Plan resources strategically, tactically and operationally to maximum capacity
- Work with finance on the procurement of new minibuses as required
- Work with marketing to ensure college branding is in place
- Implement and maintain a robust booking system for internal and external transport use
- Liaise with local primary schools regarding requests
- Organise quotations for accident repair work and liaise with finance regarding any insurance claims
- Provide costing to internal/external stakeholders for trips and visits

Management:

- Line management of staff

- Undertake appraisals of any direct reports
- Responsible for the administration of the college Evolve system
- Lead, motivate and develop direct reports, identifying training needs to maintain a flexible and multi-skilled workforce
- Lead on the recruitment process for new staff
- Effective management of transport budget

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To contribute to the work of Student Services and other teams as appropriate
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
D1 driving licence	D	AF Q
A Level or equivalent	D	AF Q
Skills & Abilities	Desirable /Essential	Assessment Method
Effective verbal and written communication skills	E	AF I
Ability to explain information clearly to a wide variety of recipients	E	AF I
Experience of working with young people and/or adults in an educational setting	D	AF I
Ability to work independently and prioritise workload working to tight deadlines	E	AF I
Ability to engage with others at all levels (internally and across organisations) through a range of communication methods	E	AF I
Ability to work effectively as a member of a team and be flexible with an innovative approach to tasks	E	AF I
Experience & Knowledge	Desirable /Essential	Assessment Method
Experience of working in the transport/logistics industry	D	AF I

Experience in an administration or customer service role	D	AF I
Experience of managing staff	E	AF I
Proven track record of outstanding delivery of customer service	E	AF I
Proven track record of dealing with difficult situations/resolving problems	E	AF I
Excellent administration skills relevant to this area of work, including writing of comprehensive action plans, keeping monitoring data and writing general reports	E	AF I
Excellent IT skills	E	AF I
Experience of managing a fleet of vehicles with knowledge of the relevant legislation	D	AF I
Particular Requirements	Desirable /Essential	Assessment Method
Flexible approach to working to accommodate essential target dates in the life of the college	E	AF I
Commitment to continuous Professional development of self and team	E	AF I
Ability to work under pressure to meet deadlines	E	AF I