

TRANSPORT MANAGER – JOB DESCRIPTION

Hours of work: 15 hours per week, term time only (with flexibility to support operational needs)

Salary FTE: Grade 4 £34,434 - £41,771 plus £1,722 SEN allowance pro rata

Actual salary: Grade 4 £12,372.79 to £15,009.12 plus £618.75 SEN allowance

JOB PURPOSE

The transport manager is responsible for the safe, compliant and effective operation of the Hive College minibus transport service. This includes managing vehicles, drivers, guides, ensuring legal compliance, co-ordination of transport rotas and bookings and maintaining high standards of safety, reliability and communication to support students, staff and families.

DUTIES AND RESPONSIBILITIES

Staff Management:

- Act as the first point of contact for drivers and passenger guides regarding operational issues and directly manage all staff in the team to include the allocation and monitoring of work and performance appraisal.
- Arrange weekly cover for driver and guide absences to ensure continuity of service.
- Arrange formal and ad-hoc training for transport staff.
- Advise management on transport staffing and recruitment requirements.

Vehicle Maintenance and Safety:

- Ensure all minibuses are safe and fit for operation at all times.
- Create and manage an annual maintenance schedule, including servicing and safety inspections.
- Ensure all services and inspections are carried out in line with the schedules.
- Where necessary, ensure each vehicle holds a valid MOT, renewed every 12 months.
- Arrange tail-lift servicing and regulatory testing every 6 months.
- Co-ordinate vehicle repairs and replacement of consumables (e.g., tyres, bulbs) and carry out simple repairs, where appropriate.
- Follow Health and Safety procedures in accordance with college policy.

Bus Runs and Rotas:

- Liaise with Reception staff on a regular basis to keep up to date with students on roll who require college transport.
- Amend and update rotas as required throughout the year.
- Liaise with Reception staff regarding the new intake of students prior to closing for the summer holidays and develop the transport rota in readiness for the start of each academic year.
- Communicate pick-up and drop-off arrangements to parents, publish and maintain an up-to-date rota on Microsoft Teams.
- Resolve operational problems related to the colleges fleet of transport and routes.
- Investigate situations/complaints and make recommended solutions.
- Liaise with the Placement and Community Engagement Team to oversee their daily use of college transport, ensuring that transport is returned to college in time for college to home runs.

- Support other establishments in the Education Impact Academy Trust if they require the use of our minibuses for special occasions.

Permits, Licences and Compliance:

- Ensure each vehicle displays a valid Department for Transport Section 19 permit and renew permits as required.
- Ensure each vehicle holds a valid Blue Badge and arrange renewals, as required.
- Ensure all vehicles are taxed annually.

Bus Bookings:

- Manage transport booking requests and maintain the transport booking spreadsheet accurately.
- Ensure the booking board is kept fully up to date and resolve booking conflicts efficiently and fairly.

Purchasing and Invoicing:

- Use the Equals card to purchase transport consumables and ad hoc items and update the Equals system with purchase details and receipts.
- Enter all transport related invoices into the Planergy accounting system.

Driver Training and Competence:

- Ensure all drivers and guides receive appropriate student safety welfare training.
- Arrange MIDAS or equivalent training for drivers.
- Assess the competence of new drivers through test drives, prior to approval.

Communication Systems:

- Ensure all transport related messaging systems are operational and effective.
- Maintain group membership and up to date contact details on messaging platforms.
- Maintain telephone contacts with parents in-case of emergencies and any changes that may occur.

Administration and Insurance:

- Maintain comprehensive vehicle records, including inspections, repairs and receipts.
- Liaise annually with Finance to ensure appropriate minibus insurance renewal.
- Ensure breakdown cover is fit for purpose and renewed annually.
- Manage insurance claims and co-ordinate related repairs.
- Handle traffic offences such as speeding fines, parking fines and bus lane infringements.
- Perform accident investigations, as required.
- Verify driver licences annually and at the commencement of employment, escalating concerns to management, where appropriate.

Knowledge, Skills and Experience:

- Experience in managing transport operations or fleet services.
- Strong organisational and administrative skills.
- Knowledge of vehicle compliance, safety regulations and driver licensing requirements.
- Ability to communicate clearly with staff, parents and external suppliers.
- Confident in using digital systems such as Microsoft Teams, spreadsheets and finance platforms.
- Ability to manage priorities and respond calmly to issues as they arise.

Other:

- The post holder must be flexible and responsive to operational needs.
- Be prepared to drive college transport on a backup basis, which may result in working occasional overtime and filling in on a last-minute notice.
- The role requires a strong commitment to safety, compliance and student welfare.
- Be responsible for adhering to Safeguarding procedures and the welfare of learners when using college transport.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Assistant Principal / Executive Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

TRANSPORT MANAGER – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of literacy and numeracy • Hold a full, clean and valid driving licence D1 unrestricted • MIDAS qualification desirable 	AF/I AF/I AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience of working with young adults with special educational needs and disabilities • Hold a full clean driving licence and have experience of transporting passengers safely and driving minibuses • Experience of driving mini buses for a school/college or similar desirable • Experience of supervising staff 	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g., Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • Ability to lead and support the transport team effectively • Willingness to undertake MIDAS (or equivalent) driver training • Commitment to ongoing professional development relevant to transport operations and student safety • Understanding of vehicle compliance, safety regulations, MOT and maintenance • Knowledge of Section 19 permits, Blue Badges, vehicle taxation and insurance • Understanding of Health and Safety, safeguarding responsibilities and behaviour management • Familiarity with digital systems such as Microsoft Teams and spreadsheets • Excellent organisational and administrative skills • Strong communication skills with staff, students, parents and suppliers • Ability to build positive relationships with students • Effective problem-solving skills 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
PERSONAL QUALITIES	<ul style="list-style-type: none"> • To undertake appropriate professional development including adhering to the principle of performance management and take accountability for the appraisal process • To attend team meetings and training sessions/days • To undertake the variety of tasks that may spontaneously arise whilst responding to individual needs of our learners • Any other duties as appropriate within the role in order to ensure the smooth running of The Hive College 	AF/I AF/I AF/I AF/I
OTHER	<ul style="list-style-type: none"> • Willingness to maintain confidentiality on all college matters • To be flexible and responsive • Competent and organised • Patient and calm • Reliable and punctual • Enjoy working with young adults 	AF/I AF/I AF/I AF/I AF/I AF/I

TRAINING	<ul style="list-style-type: none"> • Competency based training for the role will be provided with regular reviews and updates • Willingness to participate in further training and developmental opportunities offered by the college, to further knowledge 	AF/I AF/I
SAFEGUARDING	<ul style="list-style-type: none"> • Enhanced DBS is essential • Commitment to the safeguarding of young adults • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role 	AF/I AF/I AF/I

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