



Radnor House
— SEVENOAKS —

Job Description

Transport Manager

Reporting to Director of Finance & Operations

The Purpose of the Role

Responsible for the day-to-day management of transportation provision across the school. Line management responsibility for team members and responsibility for the compliance of all aspects of the transport service, including fleet and budget management.

Key Responsibilities and Tasks

Management

- Strategic management of the service, to include forward planning by working collaboratively with the school leadership team and administration team.
- Overall management of all team members, training, directing the work of the drivers, ensuring optimum service output and providing cover when required.
- Management of the transport budgets and using cost strategies to ensure the school runs a cost-efficient service.
- Lead in the integration and management of the transport app, including future developments.

Fleet Management

- Overall management of the fleet in line with VOSA and DVLA and Commercial Operator's License compliance requirements.
- Develop and keep current the Transport Department Incident Management Report, policies and procedures, and ensure compliance by all department members.
- Maintain safety standards to ensure compliance with insurance regulations and develop a program of preventative safety.
- To manage and administrate 10 weekly vehicle checks, MOTS and vehicle tax requirements in line with relevant legislation.
- Manage vehicle defects in a timely manner to ensure buses are not out of service due to last minute repairs required.
- Build relationships with vendors and suppliers to plan, authorise and manage vehicle repairs fleet cards and maintenance, including PMI's, MOT's, ensuring value for money.
- Work with the Director of Finance and Operations on all matters relating to vehicle insurance claims.
- Management of changes to the fleet insurance policy, linking in with relevant departments as required (Finance).
- Work with the Director of Finance and Operations and Finance Department to ensure transport fees are reviewed and updated annually, in line with costs.
- Support the Director of Finance & Operations with proposals and costs for approved new routes, future capacity forecasting, and maintain accurate route schedules and data. Liaise

with Admissions, Administration and other stakeholders in planning for pupil admissions to meet transport requirements.

- Manage transport routes, looking to evolve the routes where necessary and making proposals to the Director of Finance & Operations accordingly.
- Develop and manage schedules ensuring all buses are clean, fuelled and fit for use.
- Provide emergency guidelines in buses for bus users, in the event of vehicle breakdown, road traffic incidents, critical incident plan.
- Develop, manage and share roadside assistance to support speedy recovery of drivers and pupils, followed by vehicle recovery.
- Liaise with administration in the planning and availability of transport for school fixtures, trips and visits, allocating and maximising use of our internal fleet as appropriate, ensuring viability of calendars/bookings maximising software solutions.
- Notifying relevant stakeholders of school run vehicle issues which impact the service, providing solutions and plans to ensure routes run as planned and inform Comms for issue to parents/carers in a timely manner.
- Develop and be conversant with bus routes, and schedule vehicles and drivers accordingly.

Other General Duties and Responsibilities

- Driving any of the fleet vehicles as required.
- Maintain a list of authorised drivers and manage and administrate the school's driving license checks. This also include the management of the driver Taco Cards, daily vehicle checks, drivers hours directive.
- Develop and update a Driver Handbook to outline best practice, vehicle checks, health and safety, emergency procedures and code of conduct as a member of the RH7 community.
- Provide an induction plan for new staff members and create route maps and guidance, with half termly plans to drive each other's routes, to ensure consistency and cover throughout the department.
- Organise training for drivers as required and in line with the school's driver transport policy.
- Write policies and guidelines with risk assessments and ensure internal bus drivers (including academic staff) read and sign annual policy updates.
- Develop, manage and share with all stakeholders, a parent/pupil user transport policy.
- Work with the Estates Manager to create and maintain Transport Risk Assessments.
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.

Training and Qualifications Required

- Hold a full PSV CPC Licence, Cat D preferable.
- Hold a Transport Manager Certificate of Professional Competence to act as PSV Transport Manager on our Commercial Operator's Licence for our minibus and coach fleet
- Attend and pass relevant training and medicals required.
- Paediatric First Aid training preferred
- Keep up to date with legislative changes and meet the requirements

Skills and Personal qualities required:

- Experience working in a similar role preferable.
- Excellent leadership skills, with experience of successfully managing a team.
- Experience of managing a fleet of service vehicles.

- Computer literate in Microsoft packages including Outlook and comfortable with PC software systems.
- To be pro-active; demonstrate self-motivation, use initiative work without supervision.
- A good standard of English literacy and numeracy and basic IT skills.
- Excellent approach to customer service.
- Ability to be flexible within working hours, using initiative to prioritise workload when tasks allow.
- Good communication and interpersonal skills and the capability to mix easily and work with students, parents, the general public and staff.
- Be practical, resourceful, and flexible and be able to take the initiative.
- Solution focused.
- Committed to the safeguarding of our students and visitors and supporting the ethos of the school.

Other considerations

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Director of Finance & Operations.
- To contribute to the co-curricular life of the School
- To continue the roles outlined in this job description to the highest level

Appointment Details:

- Competitive salary (dependent on qualifications and experience)
- Free lunch and refreshments during term time
- Free parking
- Use of School Fitness Suite
- Contributory Pension Scheme
- Employee Assistance Programme
- Life Assurance Cover

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.

Signed



David Paton

Head

Signed:

Miles Langley