



APPLICATION FOR THE POST OF

# Transport / Fleet Manager

Term Time + 6 Weeks

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

### Job Description

<b>Job Title:</b>	Transport/Fleet Manager
<b>Hours per week:</b>	37.5 Hours per week
<b>Status:</b>	Term time + 6 weeks
<b>Responsible to:</b>	Student Services Manager
<b>Salary:</b>	Negotiable

### General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority
- Contribute to the day-to-day running of the College and follow its policies and procedures
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College
- Take an active role in ensuring the realisation of the College Development Plan
- Treat each student and each other as an individual with courtesy and respect
- Have due regard for Health & Safety
- Undertake any other duty deemed reasonable by the Principal

### Key Responsibilities:

#### Transport/Fleet Manager Functions

- Be the point of contact for all transport related issues
- Devise and plan multiple minibus routes to and from the College for all children who wish to use the service
- Be responsible for allocations of students to seats/routes
- Keep a record of waiting lists and maintain contact to those parents on the waiting list
- Create and publish the minibus timetables
- Manage the minibus drivers & their competencies
- Oversight of bus drivers' medical fitness
- Communicate with parents, staff and pupils on all transport related matters
- Manage short-term changes on a day to day basis
- Provide minibuses and drivers for off-site trips and matches
- Positively promote the minibus service
- Undertake, termly surveys on the service
- Liaise with parents and staff over cancellations, etc.

#### General Responsibilities

- Day to day management of the College's transportation department
- Management of the College related vehicles
- Management of drivers, including weekly update meetings and annual appraisals
- Develop and be conversant with bus routes, and schedule vehicles and drivers
- Recruit and hire new permanent and temporary staff, with the Student Services Manager
- Conform to all UK government laws and regulations
- Provide support in the event of illness or leave by taking on the driver's route

- Understand and be proficient in the use of the College's email system
- Allocate and schedule new students on the applicable bus routes, liaising with both the parents and the drivers concerned and ensuring all medical information disseminated to the drivers
- Develop after school activity bus drops to the train station
- Develop weekend duty bus lists and routes to provide support for weekend fixtures and trips
- Develop and keep current the Transport Fleet Management Policy and Procedure, Risk Assessments and Department Incident Management Report, Policies and Procedures, and ensure compliance by all department members
- Prepare the pick-up and drop-off schedules for the parents and the Finance Department
- Meet the buses as they arrive on campus each morning, and leave each afternoon and ensure daily minibus checks are completed
- Ensure the buses are clean, tidy and fully fuelled for the next bus booking
- Order and manage diesel/petrol cards
- Procurement of new College vehicles
- Working with vendors and suppliers, authorise and manage vehicle repairs, fleet cards and maintenance
- Keep current with and maintain an awareness of the transport industry
- Maintain safety standards to ensure compliance with insurance regulations, and develop a program of preventative safety
- Complete insurance reports
- Undertake and complete the annual Drivers Declaration renewals and minibus assessments.
- Monitor and maintain the vehicle tracking and camera systems on the buses, should this be applicable
- Develop and monitor the Transport department operations and capital expense budgets
- Communicate to parents with respect to enquiries, complaints and special requests
- Review driver hours and any over time which has been prior approved by the Director of Finance
- Schedule bussing for fieldtrips and airport transfers
- Order cleaning chemicals required for cleaning the buses
- Ensure the buses are clean, tidy and fit for purposes on a daily basis
- Maintain annual leave records for Transport department personnel, and ensure leave forms are completed as required and forwarded to the payroll department
- Collect and assign the College errands and work-related duties to drivers
- Identify training needs and continued driver development, such as advanced driver training and safety
- Maintain accurate current year and historical transport department files
- Other duties as may be assigned by the Student Services Manager
- Provide cover for the deliveries

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.**

## Person specification

Education and Qualifications	Essential	Desirable
Minimum, a clean Class 3 driver's licence		✓
Category D1 or PSV Category D license		✓
Commitment to personal/professional development	✓	
Experience	Essential	Desirable
Experience of working in a school environment		✓
Knowledge and Understanding	Essential	Desirable
Highway and College Minibus regulations		✓
Scheduling system and procedures		✓
Equipment cleaning standards and procedures		✓
Minibus maintenance		✓
Scheduling system and procedures		✓
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Good communication skills	✓	
Excellent role model for staff and students	✓	
Operation of College Minibus in a safe and responsible manner	✓	
Ability to generate ideas and drive initiatives	✓	
Stress management skills	✓	
Time management skills	✓	
Effective IT skills	✓	
Analytical and problem-solving skills	✓	
Decision making skills	✓	
Personal Qualities	Essential	Desirable
High expectations of students and colleagues	✓	
Highly motivated and able to motivate and inspire staff and students	✓	
Enthusiastic and committed	✓	
A forward thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	
Potential for further promotion		✓
Charismatic – having a 'presence'		✓
Willingness to take on other roles and responsibilities within the department		✓
Positive and 'can-do' attitude	✓	
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Child protection training	✓	

## St Joseph's College Vision and Values Core Framework

### VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

### MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

### CORE VALUES

Aspiration | Respect | Confidence

### OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others