



Job Description

Job Title: Transport Co-ordinator
Department: Transport
Responsible to: Operations Manager
Last reviewed: March 2023

Job Outline

The Transport Co-ordinator will be responsible for the coordination of the Haileybury pupil transport service within the Operations Department. They will also work with the Operations Manager in the provision of an appropriate fleet of vehicles and vehicle movements on site.

The post-holder must ensure that the health, safety and welfare of all pupils are of paramount importance by certifying that the Transport Department and all its activities are legally compliant.

The Transport Co-ordinator will contribute to, and implement the School's transport strategy, delivering an agreed development plan to achieve its objectives.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

Strategic

Proactively support and assist the Operations Manager in:

1. The preparation and review of the School's transport strategy, policies and procedures.
2. Facilitating the promotion of the School's transport service, working closely with Admissions and Marketing regarding open days, required bus routes and service levels.

Day to day

1. Supervise and roster the transport team as required, making sure that they are resourced sufficiently at all times.
2. Ensure compliance with health, safety and welfare legislation, policies and procedures.
3. Advise and support colleagues in regard to transport matters.
4. Monitor current processes and practices, working to facilitate any necessary changes to ensure an effective and efficient delivery is provided as directed by the School and its needs.
5. Oversee the integration of all transport data in to the School's MIS system and generally ensure the most efficient use of digital technology within the department is maximised.
6. Ensure all staff driving School vehicles have been appropriately assessed and that they comply with both legal and School requirements to drive the correct class of vehicle, capturing and maintaining all records in relation to this.
7. Administer, control and monitor transport department costs, pupil accounts and charges for transport runs, preparing budget submissions when required.

Pupil Transport

1. Coordinate the termly planning and daily running of the School bus service, whilst maintaining weekly records of bookings and ensure the preparation and dispatch of required information to parents is completed.
2. Maintain, coordinate and monitor the pupil transport routes and in conjunction with the Operations Manager, Director of Admissions and other appropriate bodies, review and where authorised, amend required routes.
3. Ensure the efficient operation of the coach booking system for the School to cover co-curricular demand, monitoring the vehicle-booking diary and arbitrate at periods of high demand.
4. Respond to all other requests from the client base for vehicles and/or drivers for co-curricular activities, in consultation with the Deputy Head (Co-curricular), Director of Sport and Co-curricular administrator.

Vehicle Fleet

1. Maintain an asset register of all School vehicles.
2. Ensure all School vehicles comply with the legal requirements and best practice for their use, so they are appropriately inspected, maintained and serviced, with detailed and relevant records kept.
3. Ensure all School minibuses have a current Section 19 permit and operate under the relevant requirements and guidelines of the Vehicle Operating Standards Agency of the Traffic Commissioner.
4. Provide advice and guidance to department heads in their responsibility to ensure their School vehicles are appropriately inspected, maintained and serviced, with appropriate records kept.

5. Assist the Operations Manager in the move towards a complete fleet management approach to all School vehicles.

Compliance

1. Work with the Operations Manager, Operations and Estate teams to manage, monitor and oversee vehicle movements on site, as well as working to make pedestrian movements on site as safe as possible.
2. Stay abreast of changes in regulations on vehicles movements, such as Section 19 permit requirements, DVLA standards, road traffic legislation, etc.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

3. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

4. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

5. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Transport Co-ordinator
Person Specification**

	Essential	Desirable
Qualifications		
• Good general level of education (to GCSE level or equivalent)	✓	
Knowledge, Skills and Experience		
• Experience of managing or supervising a team		✓
• Proven experience in an administrative role in a busy, multi-disciplined environment, preferably in the transport or logistics industry	✓	
• Experience of working in a school or other educational environment		✓
• Knowledge of health and safety operating protocols and regulations		✓
• Excellent organisational and time management skills	✓	
• Proficient in Microsoft / G Suite	✓	
• Ability to maintain accurate records	✓	
• Good literacy and numeracy skills	✓	
• Excellent written communication skills	✓	
• Excellent customer service skills	✓	
Personal Attributes		
• Ability to communicate effectively at all levels in an organisation	✓	
• Good understanding of working in a school	✓	
• Ability to work under pressure and work to deadlines	✓	
• Ability to work unsupervised and use own initiative	✓	
• Willingness to work flexibly when required	✓	
• Discretion, tact and diplomacy and the ability to maintain confidentiality	✓	
• Ability to work well as part of a team	✓	
• Conscientious, trustworthy and reliable	✓	