

JOB DESCRIPTION

JOB TITLE	All Age Transport Coordinator
GRADE	Band H
REPORTING TO	Transport Team Leader
JD REF	OPS0029G

PURPOSE

Responsible for the day-to-day management of the home to school and vulnerable adult transport services and management of the Council's pupil escort service, drivers and passenger attendance.

MAIN DUTIES AND RESPONSIBILITIES

- To deputise for the team manager as required in their absence.
- To develop the team and manage people matters in the first instance.
- To proactively manage employee engagement on the team.
- To be responsible for the recruitment and selection of the pupil escorts and driver & passenger attendants.
- To identify training needs, coordinate and provide training for drivers, passenger attendants and pupil escorts for the following key areas: manual handling; epilepsy awareness; safeguarding; behaviour management; autism awareness and any other training commensurate to the role.
- To ensure where appropriate, a multi-disciplinary approach to the work of the assisted travel section and to facilitate close liaison with partner agencies and other officers within the council in relation to transport.
- Responsible for spot checks in association with external agencies i.e. VOSA to ensure all vehicles are up to standard in relation to cleanliness and external providers are compliant with T&C of contract. (Transport private hire organisations).
- Ensure risk assessments are carried out in line with governance and safe systems of work (to include risk assessments) and H&S procedures. 03/04/19 Page 2 of 5
- Responsibility for scheduling journeys, maintenance of the council's fleet in accordance with Ministry of Transport regulations and insurance compliance.
- To support Team Manager in all activities associated with undertaking the Service Reviews and Business Planning.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- No formal qualifications are required however a good standard of English and Mathematics is needed.

Knowledge & skills

- Knowledge of transport legislation.
- Knowledge of borough geography and road networks.
- Knowledge of data protection and GDPR legislation.
- Knowledge of Microsoft Office programs including Word and Excel.
- Excellent organisation skills.
- Ability to work well under pressure to meet deadlines.
- Ability to adapt to change quickly.

Experience

- Experience in people management.
- Experience in delivering a coordinated assisted travel service.
- Experience in using route transport package software.
- Experience of using and updating database management systems.

ADDITIONAL INFORMATION

May be required to work additional hours in peak periods such as over Summer and February.

Required to work outside of normal office hours.

Must be able to travel around the borough using private/public transport or Council supplied vehicle.

