

1. OVERVIEW

- 1.1. Transport Manager is appointed by and reports to the Business Manager
- 1.2. Transport Manager employed by the school has responsibility to the drivers, to himself, to the institution, and to the wider school community.

2. EXPECTATIONS

It is expected that a Transport Manager will:

- 2.1 Act in accordance to the rules of the school
- 2.2 Ensure discipline is maintained at all times and get drivers tested and certified as required by law to drive school vehicles.
- 2.3 Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing council and the Educational Leadership Team.
- 2.4 Be aligned with and promote the School's vision, mission, identity, and core values.
- 2.5 Keep abreast of the competencies and skills required of the position.
- 2.6 Communicate effectively with all school constituencies as appropriate.
- 2.7 Maintain an effective working relationship with colleagues, Coordinators, Heads of Departments and members of the Senior Management Team.
- 2.8 Be familiar with the operational practices and expectations of the school.
- 2.9 Adhere to the school policies and guidelines.
- 2.10 Attend all the meetings as per the requirement of the Head of School and Senior Management Team.

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Transport Manager include:

- 3.1 Hire, train, supervise, coach and evaluate the performance of the bus drivers.
- 3.2 Ensure drivers are trained, licensed, tested and certified as required by law to drive school vehicles.
- 3.3 Facilitate regular meetings and problem solving sessions.

- 3.4 Routine access to driving, safety and other related training.
- 3.5 Delegate and follow up with any clerical staff assigned to transportation related assignments
- 3.6 Maintain accurate records/documentation of training, licensing, testing, physicals, driving records etc.
- 3.7 Maintain records of fuel and oil expenditures, and routine maintenance in accordance with the maintenance contract.
- 3.8 Maintain accurate records/documentation of students, monitors, and log books etc; arrange for alternate bus drivers, monitors when necessary
- 3.9 Access transportation and training needs: evaluate requests for service and current expertise levels of drivers, and create plans to assure that both adequate transportation and qualified drivers are available to meet current needs.
- 3.10 Define routes: Identifying the most efficient routes and arranging for ample staffing to meet the transportation needs of children and staff.
- 3.11 Schedule routine preventive maintenance and emergency repairs & maintenance of all school vehicles
- 3.12 Arrange for back-up vehicles without delay when necessary
- 3.13 Ensure Daily, Monthly, and Annual inspections of school vehicles
- 3.14 Conduct and attend meetings and training as appropriate
- 3.15 Perform other duties as required; delegate drivers to other school jobs as and when required
- 3.16 Be responsible for all of the dispatching, routing, and tracking of vehicles
- 3.17 Ensure company compliance of all transport policies, legislations and procedures
- 3.18 Be the first point of contact for all drivers and monitors
- 3.19 Identify operational issues, potential problems and opportunities to prevent major issues
- 3.20 Resolve and manage queries and complaints courteously and efficiently
- 3.21 Be responsible for performance evaluation of drivers and also take disciplinary measures when required by following set protocols
- 3.22 Update transport related SOPs when it falls due
- 3.23 Prepare and submit transport reports on Monthly, Quarterly & Annual basis
- 3.24 Conduct training for all new drivers & monitors including code of conduct & expectations of the school

- 3.25 Ensure timely renewal of Insurances, Fitness Certificate (FC), permits of vehicles
- 3.26 Co-operate & support internal audits
- 3.27 Maintain a record of drivers' licenses and renewals

Communication with the School Community:

- 3.28 Attend meetings as required.
- 3.29 Maintain contact with all appropriate members of the school community, viz., Principals, Coordinators, Faculty and Parents.

The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Head of School at any time in response to the changing needs of the school.