



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Transport Coordinator
Department: Transport
Report to: Estates Manager
Date: October 2024

ROLE

Coordination of the School Minibus Service to ensure that that all vehicles are serviced and maintained in accordance with transport legislation and any lease conditions. To ensure all School minibus runs including school and extra-curricular trips are adequately covered and drivers are suitably trained.

SUMMARY OF DUTIES

- Coordinate the school bus route schedule and daily bookings register, liaising with staff and parents as required.
- Arranging drivers to facilitate regular and ad hoc bookings.
- Management of all transport bookings and related changes.
- Coordinate minibuses or coaches for all school and extra-curricular trips.
- Coordination of pupil transport at start and end of term to include parking and other requirements.
- Line management of School minibus drivers to include recruitment, training and performance management.
- Liaison with the Compliance Manager to maintain vehicle safety checks, servicing, MOT's and maintenance logs and action repair work as appropriate.
- Management of the lease contracts, insurance and breakdown cover.
- Monitor vehicle fuel consumption, refuelling routines and fuel cards.
- Ensure vehicle safety checks are undertaken.
- Ensure that uniform and personal protective equipment supplied is worn and used.
- Ensure that safety and emergency equipment is adequately maintained in the vehicles.
- Coordinate delivery and collection of minibuses as required including vehicles for servicing, MOTs and repairs.
- To arrange external washing and internal cleaning/valeting of vehicles, including the removal of rubbish, cleaning of windows, floors and upholstery.
- To arrange training courses and driver updates for the employed drivers and approved staff.

- Management of transport store and welfare facility.
 - Ensure the safe use, storage and disposal of chemicals and cleaning products under COSHH regulations.
 - Ensure the bus parking area is kept clean and tidy, including salting in icy weather.
 - Assess new transport routes for safety, timings and pick up points.
 - Arrange additional hire vehicles including paperwork and insurance
 - Oversight of Blundell's Driving School.
 - To deal with telephone enquiries and emergencies outside of normal working hours.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
 - Any other duties as reasonably directed by the Estates Manager.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Strong administration and organisational skills.
- Management or Supervisory experience.
- Good customer service skills.
- Good IT skills.
- Full UK Driving License.

Desirable

- Minibus D1 (17-seater) license
 - Minibuses driving experience
 - Midas training
 - Experience organising and running a minibus fleet or bus service
 - Basic vehicle maintenance experience.
 - Experience and understanding of working in a school environment including an appreciation of the workflow and commitment required between term time and school holidays.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___