

JOB DESCRIPTION

Job Title: Transport Assistant
Directorate: Finance and Resources
Centre: Facilities and Estates
Reporting To: Contracts/Transport Manager
Date JD produced/revised: January 2012
Post Reference number: SMT 96

The primary purpose of this job role is to:

Co-ordinate a safe and effective College-wide transport service, implement & develop the College's transport policy in accordance with Road Traffic Legislation, assist the Contracts/Transport Manager as required and oversee specific student behaviour issues.

The primary duties, tasks and responsibilities of this job role are to:

1. Oversee Contract Bus Service & specific Student Behaviour issues.
2. Oversee other Cross College Transport related matters.
3. Maintain College Vehicles.
4. Undertake such other duties as may be reasonably required commensurate with the grade of the post, at the initial place of work or at any other College site.

Job Activities

- 1. Oversee Contract Bus Services & specific Student Behaviour issues**
 - 1.1 Assists as College Transport Advisor to advise students and parents on "how to get to CRC", offering a balance of the most cost effective and sustainable way for the learner.
 - 1.2 Oversees transport services for the International Office (School of English).
 - 1.3 Oversees any/all Contractors performing College Fixed Penalty Ticket services ensuring compliance and fairness of operation.
 - 1.4 Assists the Contracts/Transport Manager in producing the College's Annual Transport Review for presentation to and approval by the Senior Management Team (SMT) from which, the Annual Contract Bus Service Timetables are produced.
 - 1.5 Monitors the College's Green Travel Plan and Parking Regulations and advises the Contracts/Transport Manager on the same.
 - 1.6 Assists in liaising with coach companies and dealing with any problems with the service as they arise, including vehicle delays/breakdowns, student behaviour, H&S etc.
 - 1.7 Assists in liaising with public bus companies regarding Bus Routes.
 - 1.8 Assisted by College Security staff and the Contracts/Transport Manager, ensures the smooth daily running and timely departure of all Contract buses and maintains the College policy regarding conduct of bus users.
 - 1.9 When necessary, works additional hours (Monday - Friday) when daytime bus service times are extended in the interests of the College.
 - 1.10 Attends monthly Contract Review Meetings with the Contracts/Transport Manager

- 1.11 Working closely with the College Security Team, regularly travels on Contract Bus Service buses to monitor and manage student behaviour and the efficiency, effectiveness and safety of routes.
- 1.12 As directed by line management, patrols specific areas of the Campus at key times throughout the day and, deals with specific student behaviour issues, particularly ensuring students are smoking only in designated areas and that they are not littering.
- 1.13 Monitors, records and files a monthly summary of all Contract Bus census logs, recording loadings at arrival and departure times.
- 1.14 Annually (and as required), assists the Contracts/Transport Manager in reviewing and amending Timetables for the College Contract Buses to best suit College Business requirements, e.g. Academic Timetables.
- 1.15 Oversees the College transport facilities that are required during non-term time, e.g. Summer School transport and Higher Education transport.
- 1.16 Attends College Transport group meetings with/as required by, the Contracts/Transport Manager.
- 1.17 Attends College events, e.g. Open Days, to assist in advising staff, visitors and potential clients on the College transport policy and procedures and to assist with transport arrangements on the day.
- 1.18 Assists in maintaining CRC transport information on College Publications, Websites and Applications.
- 1.19 Assists the Contracts/Transport Manager in maintaining driver records.
- 1.20 Assists the Contracts/Transport Manager in ensuring all College vehicles are properly insured.
- 1.21 Assists in maintaining training records of forklift drivers.
- 1.22 Assists in training/testing College drivers in the use of the Bradshaw Electric Tug ("Ernie") and maintains training records.
- 1.23 Assists in organising hire and lease vehicles for College Staff and arranges transport for College trips and visits, by responding to requests and obtaining quotes from selected hire companies. Also, arranges collection and delivery of vehicles and provides access to fuel cards.

2. Manage Other Cross College Transport Related Matters

- 2.1 Liaises with representatives from the International School and the Bus Contractor to ensure the desired Transport requirements are met.
- 2.2 With the aid of the College Security Team, manages full compliance of current College Parking Regulations, Policies and Procedures
- 2.3 In liaison with Reception staff, organises car park reservations for College Visitors.
- 2.4 Maintains all access control car park barriers and ensures they are fixed when necessary, in a timely and cost effective manner.
- 2.5 With the aid of the College Security Team, manages the maintenance of all car parks, including fixtures, fittings, signage, space markings, pedestrian crossings, vehicle control barriers etc. Assesses any problems and reports them to the Contracts/Transport Manager as appropriate.
- 2.6 Assists line manager in coordinating the College Lift/Car-Share Scheme throughout the College and actively encouraging members of staff to participate in this scheme. Assists in organising regular briefing sessions on Lift/Car-Share Scheme to promote awareness within the College.
- 2.7 Assists in promoting Road Safety to students of the College with the assistance of the local emergency services with regular awareness sessions.

3. Maintain College Vehicles

- 3.1 Maintain and inspect all College-owned pool vehicles every Monday (or on the first working day of each week) to ensure all levels are correct, e.g. fuel, oil, water, battery, tyre pressures, etc and to ensure vehicles are roadworthy and safe.
- 3.2 In close consultation with line manager, obtain quotes for accident repairs and arrange for repairs to be carried out once authorisation has been given by insurers.
- 3.3 Assist in arranging timely servicing and MOT of, and repairs to, all College vehicles.
- 3.4 Conduct minor repairs to fleet and maintain cleanliness of the fleet on a weekly basis

4. Other

- 4.1 Acts as a First Aider and Fire Marshall as required.
- 4.2 Assist in contributing to College Sustainability Plan by implementing various initiatives such as Bio Diesel, Recycling of Waste Oil and providing a cleaner transport operation.
- 4.3 Support Finance with Debt Collection on default bus pass payments.
- 4.4 Promote equal opportunities and respond to strategic and operational equal opportunities implications within all college activities.
- 4.5 Communicate to and motivate all staff in accordance with the College statement of values and the Investors in People standards.
- 4.6 Work in partnership with all other members of the College to maximise the effectiveness of College operations.
- 4.7 Ensure that all students, visitors, customers and contacts receive a high standard of customer service in all communications with Cambridge Regional College in keeping with the Charter Mark standard.
- 4.8 Assist in ensuring College Policies and Procedures are adhered to.
- 4.9 Assist line manager in updating all transport associated Department Policies & Procedures in April of every year.
- 4.10 Be responsible for aspects of health and safety in relation to students, staff and other visitors to the College.
- 4.11 Actively advance equality of opportunity and foster good relations within the College community.
- 4.12 Adhere to College equal opportunities policies, procedures and practices.
- 4.13 As directed by line manager, attends the College Staff Forum to provide feedback on Transport related matters.

The resource management responsibilities of this role are;

Financial: Obtaining Quotes

People Management:

Other:

Special conditions or working arrangements applicable to this role are;

This post is defined as regulated activity. The postholder is required to hold an enhanced CRB disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Terms and Conditions	Details
Salary Scale	APT&C Scale 4
Salary: (to be pro rated if part-time)	£17,622 - £19,637 p.a.
Superannuation Scheme:	Local Government Pension Scheme
Number of hours to be worked per week	37 hours per week
Full year or term time only contract	Full year
Contract type	APT&C - Permanent
Annual Leave Entitlement	25 days per annum

EMPLOYEE PROFILE

Job Title: Transport Assistant

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD e.g., application form, interview, tests
Qualifications	NVQ Level 2 or equivalent recognised trade qualification or experience.		Application Form. Certificates. Interview.
Related Experience	Experience in a similar transport-related role. Working knowledge of Microsoft Word and Excel.		Application Form. Interview. References.
Special Circumstances	Driving Licence. General awareness of H&S Regulations. Willingness to work flexibly in response to demands of job. To undertake relevant apprenticeship programmes where eligible.		Interview. Driving Licence

Knowledge, skills and abilities	<p>Knowledge of transport regulations, public vehicle operations and legislation and associated health & safety requirements.</p> <p>Ability to act on own initiative as well as a member of the team.</p> <p>Ability to relate to young people.</p> <p>Customer Focus.</p> <p>Good prioritisation and organisational skills.</p> <p>Ability to write accurately and succinctly.</p> <p>Good communication and interpersonal skills.</p> <p>Ability to work within tight deadlines.</p> <p>Ability & willingness to deal with routine tasks as well as maintaining a professional approach to duties which are more complex.</p>	<p>First aid at work.</p>	<p>Interview.</p> <p>References.</p> <p>Certificates.</p>
Disposition and approach	<p>Ability/willingness to act with confidentiality.</p> <p>Confident and able to assert a point of view when necessary.</p> <p>Attention to detail.</p> <p>Patience.</p> <p>Tact and diplomacy.</p> <p>Methodical & well organised.</p> <p>Ability to multi-task and remain calm.</p> <p>Ability to prioritise and schedule work.</p>		<p>Interview.</p> <p>References.</p>

	<p>To promote and safeguard the welfare of children and vulnerable Adults.</p> <p>Commitment to equality & diversity.</p>		
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