



BURGESS HILL

— GIRLS —

Specialist Role: Transport Manager
Reports to: Bursar

SUMMARY

Provide an efficient school coach and minibus service to bring pupils to the school and take them home. In addition, to provide minibus and coach transport for school trips, outings and sports fixtures. Ensure the smooth running of the transport team.

PRINCIPAL ACCOUNTABILITIES

- Administer the coach/minibus service offered to parents for the transport of their children to and from the school. This includes:
 - Maintain pupil lists for each route, ensuring the Prep and Senior School have the information they need regarding students travelling on the different routes
 - Promote the service to new and current parents
 - Liaise with the finance team regarding parental charges on a termly basis
 - Work with the bursar and the Fleet Management Co-ordinator to create the most efficient bus routes and then liaise with the drivers on the agreed routes
 - Confirm numbers for each stop on each route
 - Consider applications for variations to routes and consulting drivers/coach operators
 - Liaise with the Bursar regarding any contractual requirements for transport
 - Confirm routes and times with parents
 - Manage any route variations that may take place during the academic year when required
- Ensure the minibus fleet is roadworthy and that services and MOT checks are kept up to date. Deal with any insurance claims.
- Deal with any requests for transport from various internal departments, for trips, outings and sports fixtures
- Allocating duties and buses to drivers – hiring minibuses as and when necessary in order to fulfil demand.
- Obtain quotations for the hire of coaches for departmental outings. Recommend the most cost effective quotation and confirm contract on behalf of the department.
- Maintain a supply of mobile phones for allocation to minibuses and/or outings.
- Prepare publications/letters to parents promoting the transport service.

Conditions of Service:

Part-time role, 30 hours a week, Monday to Friday, to work for 40 weeks per academic year including term time.