

Belle Coaches

Job Description Form

Division/Department:

Location: Belle Coaches Leiston/Lowestoft

Name

Job title Transport Manager / Assistant Transport Manager

Reports to: Mrs Amy Churchyard/ Mr K Shreeve/Mr Peter Schneider

Title: Company Director

Level/Grade: Office

Hours

No set hours

Additional Hours

When required

Type of position:

Full Time

Transport Manager Duties

- Effectively & continuously manage transport activities of licence holder
- Allocate Work
- Advise drivers of their duties
- Notify assistant when work tickets are to be produced
- Share evening cover with Assistant Transport Manager
- Share weekend duty manager cover with all managers
- Drive as required
- Ensure drivers comply with driver hours , tachograph rules and speed limits
- Notify traffic commissioner of all prosecutions and convictions concerning operator and drivers within 28 days of court hearings
- Arrange with workshop foreman to ensure vehicles are maintained , inspections are carried out at appropriate time scales and to ensure tacho checks and calibrations are booked and carried out when required
- Delegate work to assistant as needed
- Manage drivers
- Appraisals to be carried out with drivers and Caroline Sturman on yearly basis
- Disciplinary action if needed assisted by Caroline Sturman on yearly basis
- Authorise drivers holidays taking into consideration peak times of the year
- Compile documents for when drivers travel abroad, Waybills, letter of Authority and Letters of Attestation

Shared Duties – covered by either Manager or Assistant Manager

- Remedy minor defects
- Ensure defects are reported and recorded correctly
- Downloading of driver digital tachograph cards and vehicle downloads
- Compile digital tachograph reports for drivers travelling abroad
- Ensure vehicle documentation is kept up to date on coaches
- Deal with day to day transport enquires/drivers point of contact
- Compile tour pick up lists for front office as required
- Support other parts of the business with day to day admin
- New and Existing driver training and inductions as directed by Caroline Sturman
- Spot checks to be carried out on walk round checks on a regular basis
- Analogue tachographs to be issued returned and checked on a regular basis. Digital tachograph reports to be completed monthly for both Leiston and Lowestoft depots. Problems with tachographs to be referred back to driver or Ken in Leiston
- To ensure yard is kept clean and tidy adhering to Health and Safety requirements
- Advise Chloe when required and advise workshop when oil is required
- Assist front office with lost property enquires
- Stock take at end of year as advised by Ken
- Mileage to be taken at end of November as advised by Ken

Assistant Transport Manager

- **Assist Transport Manager in day to day running of transport office**
- **Sharing weekend and evening cover**
- **Drive as required**
- **Ensure drivers comply with tachograph rules and speed limits**
- **Cover Transport Managers duties with TM on leave**
- **Compile driver hour records off timesheets ready for TM**
- **See Shared duties list – covered by Manager or Assistant Manager**



Vacancy/Internal/External
Full-Time Assistant Transport Manager

You will be required to work from either depot.

To apply for the position please see attached job description for further details.

D licence category on your licence will be required for the role. Any training certificates relevant to the post would be an advantage.

Closing dates for applications is Wednesday 23rd of January 2019.

Interviews will commence from Monday 14th of January onwards

Salary/Wage will be dependent on experience and discussed at interview.

If you wish to apply for this post please send your application/cv and covering letter to Caroline at caroline@bellecoaches.co.uk