

## **JOB TITLE - School Transport Supervisor**

The School Transport Manager is a pivotal role responsible for overseeing the safe and efficient operation of the school's transportation system. This includes managing the fleet, ensuring compliance with safety regulations, and providing a reliable and secure transportation service for students.

### **KEY RESPONSIBILITIES**

**Fleet Management:** Oversee the maintenance, repair, and cleanliness of the school's transportation fleet.

Coordinate with mechanics and service providers to ensure vehicles are in optimal condition.

**Route Planning:** Develop and optimize bus routes to ensure timely and efficient transportation of students.

Consider traffic patterns, safety measures, and the needs of students with special requirements.

**Safety Compliance:** Implement and enforce safety policies and procedures for school transportation.

Conduct regular safety audits and inspections of vehicles and facilities.

**Driver Management:** Recruit, train, and manage bus drivers and attendants.

Conduct regular performance reviews and provide ongoing training as needed.

**Communication:** Liaise with parents, school administrators, and transportation staff to address concerns and provide updates on transportation matters.

Maintain clear and effective communication channels.

**Budget Management:** Assist in the development of the transportation budget.

Monitor and control expenses related to fuel, maintenance, and repairs.

**Emergency Response:** Develop and implement emergency response plans for transportation-related incidents.

Conduct regular drills to ensure preparedness.

**Regulatory Compliance:** Stay informed about transportation regulations and ensure compliance with local and national laws.

Maintain accurate records and documentation related to transportation operations.

**Also when required, asked by the Management or the reporting line manager to do any job**

### **SKILLS REQUIRED**

**Communication Skills:** Excellent verbal and written communication skills.

Ability to communicate effectively with drivers, staff, parents, and regulatory authorities.

**Leadership Skills:** Strong leadership abilities to manage a team of drivers and support staff.

Ability to make informed decisions in high-pressure situations.

**Organizational Skills:** Efficient organizational skills to manage bus schedules, maintenance records, and budgets.

Attention to detail in planning and execution.

**Problem Solving:** Effective problem-solving skills to address issues related to routes, vehicle breakdowns, and emergencies.

Proactive approach to identifying and resolving potential challenges.

**Knowledge of Regulations:** Familiarity with local and national transportation regulations and safety standards.

Ability to ensure compliance with legal requirements.

### **ROLES AND RESPONSIBILITIES**

**Admission Decision Support:** Collaborate with the admissions committee to evaluate applicant qualifications and make informed admission decisions.

Participate in the development and implementation of admission policies and procedures.

**Community Outreach:** Foster relationships with local schools, community organizations, and educational partners to enhance recruitment efforts.

Represent the school at community events to promote admissions.

**Professional Development:** Stay informed about trends in education, admissions, and counseling. Attend workshops and conferences to enhance counseling skills and stay updated on industry best practices.

**MIN QUALIFICATIONS**

- Bachelor's degree in Business, Logistics, or a related field.

**MINIMUM EXPERIENCE**

- 2-3 years of experience in transportation management, preferably in an educational setting.

**CERTIFICATIONS**

- Valid Commercial Driver's License (CDL) - preferable but not mandatory.
- Certification in Transportation Management - advantageous.

**WORKING CONDITIONS**

- Standard office hours with occasional flexibility.
- Availability during morning and afternoon bus routes.
- May require participation in occasional evening or weekend events.

**INDIVIDUAL VALUES**

- Commitment to promoting an inclusive and diverse learning environment.
- Passion for education and a genuine interest in ensuring the safety and well-being of students.
- High ethical standards and integrity in all aspects of transportation management.

**SUMMARY**

If you are a disciplined professional with a passion to serve in education and contribute towards student success, we invite you to apply for the Transport Manager position. Join our team and contribute to the growth and diversity of our school community.