###  Job Description – Transport Manager

**Employee**:

**Department:** Transport

**Title**: Transport Manager

**Reporting to**: Regional Fleet Manager (East)

**Role**

* In conjunction with the Regional Fleet Manager ensure the company fully complies with DVSA regulations and the Operation Licence is compliant as per the undertakings of the licence.
* A named Transport Manager on the Company Vehicle Operators Licence.
* To ensure EU Driver hours Rules and Regulations are monitored and infringements are dealt with in line with the company’s tachograph infringement policy and proper records are kept.
* To ensure Working Time Regulations for Mobile Workers are monitored and infringements are dealt with in line with the company’s tachograph infringement policy and proper records are kept.
* Ensure all vehicles are serviced and maintained to a high standard and total compliance achieved.
* Responsible for all maintenance contracts and ensuring they are kept up to date.
* To be the Business’s lead in Driver Compliance and Fleet Risk, ensuring that all Business’s procedures, specifically the areas outlined below, are adhered to, and administered effectively.
* Ensure periodic (weekly) vehicle gate checks are carried out in line with Standard Operating Procedures, ensure all defects identified on gate checks are rectified and driver training where defects are found.
* Provide monthly governance reports to the Regional Fleet Manager on Driver compliance.
* Provide monthly governance reports to the Regional Fleet Manager on vehicle maintenance compliance.

**Reporting Relationships**

Responsible for: Workshop Technicians

Reporting to: Regional Fleet Manager - East

# **Scope**

**General**

1. Instil a positive culture towards Driver behaviour, Road Risk & Safety and improve performance.
2. Maintain effective and constructive communication with other key colleagues on a daily basis.
3. Manage the Earned Recognition KPI’s ensuring issues are dealt with accordingly and data is accurate prior to upload to the DVSA.
4. Present daily VOR information to Traffic Planners, Department Heads and Senior Management, to include details of the reason the vehicle/trailer is VOR, the length of time it has been VOR and expected repair dates.
5. Ensure all vehicles are serviced as per manufactures recommended service intervals and LOLER tests are kept up to date.
6. Ensure that vehicles and equipment are maintained in a fit and proper manner, in accordance with vehicle & equipment operating manuals.
7. Ensure vehicle tachograph recording equipment is inspected and calibrated in accordance with legislative timescales.
8. Collate and monitor all drivers tachographs and relevant information via the approved tachograph analysis software for auditing and management purposes.
9. Produce a monthly report detailing drivers hours and tachograph information.
10. Keep Regional Fleet Manager and Service Delivery Managers fully informed of any issues arising that require action.
11. In conjunction with Driver Trainers and Group Compliance Manager ensure all transport and fleet employees are kept abreast of safety related issues and LMS training is completed in a timely manner.
12. Assist in the delivery of associated transport and fleet safety bulletins. Toolbox talks to be delivered in conjunction with Group Driver’s Handbook.
13. To keep drivers informed about any changes in procedures and provide them with relevant information about their work/legislation/training if necessary. Arrange and conduct driver meetings to ensure all drivers are kept up to date with company activities including current, new and future legislation.
14. To ensure all complaints are investigated and remedial measure put in place where necessary and prompt communication back to the complainant is made.
15. Maintain up to date knowledge of all relevant regulations and legislation.
16. In conjunction with the Driver Trainers monitor and implement any training, including driver CPC.
17. Obtain correct authorisation for any expenditure and check invoices, good receipt purchases via the companies purchase ordering software.
18. To carry out any other tasks as instructed by Regional Fleet Manager and Senior Management which are in keeping with the job role.
19. To ensure weekly payroll on TMS is completed accurately and on time to meet payroll deadlines.

In the event that the role changes and develops the scope of the job description may change.

**Key Job Elements**

* Organisational Skills - Making sure all paperwork is filed correctly, preparing for changes in procedures/legislation, organising meetings and training.
* Understanding of Relevant & Current Legislation.
* Using initiative – Analysing data and working out solutions to make the company more efficient and/or more profitable.
* Being Pro-Active – Looking for solutions to problems, looking for ways to make the company more efficient and/or more profitable without being instructed to do so first.
* Approachable attitude – Build good relationships with colleagues and suppliers.

The role responsibilities may change and develop as the role progresses

**Knowledge Skill and Experience**

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| **KNOWLEDGE****Essential**KE1 – Knowledge of transport operations and Operator Licencing requirementsKE2 – Knowledge of drivers hours rules and regulations**Desirable**KD1 – Knowledge of the carriage of dangerous goods and hazardous waste regulationsKD2 – Knowledge and implementation of DVSA ER accreditation | **SKILLS****Essential**SE1 – Well organisedSE2 – Good communications skills written and verbalSE3 – Proficient in Microsoft Excel and Word**Desirable**SD1 – IOSH managing/Leading Safely |
| **EXPERIENCE****Essential**EE1 – Experience of management in similar transport depot environmentEE2 – Operators Licence Compliance **Desirable**  | **QUALIFICATIONS****Essential**QE1 – Hold a CPC - International/National licence for road haulageQE2 – Good level of educationQE3 – Category B Drivers Licence**Desirable**QD1 – LGV Driving Licence |

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 **Date**

P Leeming

Philip Leeming **16/05/25**

**For and on behalf of**

**Beauparc Utilities Ltd**

Please read, sign and return one copy to HR Department**.**