

## Job Description

Job Title: Transport Officer

POSCODE:

Grade: S01

### Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To contribute to the arrangement and management of the provision of home to school transport for pupils, including special educational needs, within the policies of the Education Department. Assist in training drivers and passenger assistants.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	<p><b>Contracts</b></p> <p>Plan, prepare and negotiate contracts for the provision of education transport services.</p>
2.	
3.	<p><b>Monitoring and Evaluation (15%)</b></p> <p>Monitor, evaluate and report on the service level and quality of education transport services.</p>
4.	<p><b>Staff Supervision (15%)</b></p> <p>Assist in training contractor staff in relation to passenger awareness, wheelchair transportation and medical protocols.</p>
5.	<p><b>Customer Service (15%)</b></p> <p>Determine eligibility to free transport and allocation of pupils to appropriate stops and routes and ensure the issue of appropriate passes to pupils entitled to assistance with education transport.</p>
6.	<p><b>Joint Working (10%)</b></p> <p>Liaise closely with colleagues in the Division, other Directorates and with outside bodies to ensure effective coordination and a “one organisation” response to important issues.</p>
7.	<p><b>Policy and Programmes (10%)</b></p>

	Contribute to the assessment of the impact of policy changes and identify operational systems and procedures to ensure the provision of education transport services.
8.	<b>Management Information (10%)</b>  Monitor reports and analyse information in order to identify and act on opportunities to improve efficiency and value for money.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.