



JOB DESCRIPTION	
<b>Job Title</b>	<b>Transport Officer</b>
<b>Reports to:</b>	<b>Operations Manager</b>
<b>Salary:</b>	£10.14 per hour
<b>Hours of work:</b>	5 shifts per week, 6.30am – 2.30pm
<b>Job Purpose:</b>	<p>To have overall responsibility for CTLA's vehicle yard, working with the Operations Manager and Drivers to ensure CTLA's vehicle fleet is fit for purpose and maintained to a high standard.</p> <p>To ensure CTLA's Yard Policy is adhered too.</p> <p>To undergo any training relevant to the role and to follow company policies and procedures.</p>
<b>Main Duties &amp; Responsibilities:</b>	
<p><b>Vehicle and Yard Maintenance</b></p> <ul style="list-style-type: none"> <li>To maintain CTLA's vehicle yard so that it is fit for purpose.</li> <li>To identify and report any vehicle damage.</li> <li>To ensure that any reported minor vehicle defects e.g. wing mirror glass, vehicle bulbs, are repaired on-site or reported for repair to the Operations Manager.</li> <li>To run service compliance summary reports.</li> <li>To collect carbon copies from the drivers daily vehicle checks and record/report any findings/failures to the Operations Manager.</li> <li>To share the responsibility of the on-call emergency phone.</li> <li>To check vehicle stock, including fire extinguishers, PPE, first aid kit etc.</li> <li>To hand in and record any lost property found on the vehicles.</li> <li>To keep the yard and all storage areas clean, tidy, well stocked and organised.</li> <li>To adhere to CTLA's COSHH policy.</li> <li>To undertake any other tasks which may be necessary and requested by the management team.</li> <li>To wash and clean bus exteriors, interiors and upholstery.</li> </ul> <p><b>Driving Duties</b></p> <ul style="list-style-type: none"> <li>To drive CTLA vehicles, as and when required, to fulfil the role responsibilities.</li> <li>When required, take the vehicles to the garage for repairs, as agreed with the Operations Manager.</li> </ul> <p><b>MIDAS Training</b></p> <ul style="list-style-type: none"> <li>To undergo MIDAS Train the Trainer Training and thereafter, take responsibility for ensuring that all employee's MIDAS training is up-to-date and refresher training is provided, in a timely manner.</li> </ul> <p><b>Training</b></p> <p>To undergo CTLA drivers training and induction;</p> <ul style="list-style-type: none"> <li>- Midas Driver Training</li> <li>- Safeguarding</li> <li>- Manual Handling</li> </ul>	



# CTLA

TRANSPORT FOR YOUR COMMUNITY

- - Wheelchair Safety & Clamping Training
- - Driver Theory Training

### Professional Development :

- To undergo any necessary Health and Safety training to ensure competence in the role.
- Completion of the CTLA Mandatory Induction Programme and satisfactory 6 month probationary period.
- Keep mandatory training in date as part of a rolling in house training program.
- To be prepared to develop further training and knowledge beyond the basic requirements of the position.

### Other:

- At all times to work within the confines of CTLA confidentiality of information policy and protect information held on staff and clients, paper and electronic exercising discretion, tact and diplomacy.
- Complying at all times with CTLA policies and procedures including the Code of Conduct
- To undertake any other task that may be reasonably asked of you by your line manager



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PERSON SPECIFICATION	
All attributes deemed essential unless otherwise stated	
<b>Qualifications, Knowledge and Experience</b>	Full, UK driving license with D1
	MIDAS qualified (or willing to undertake training)
	Health and Safety Training (desirable)
	General knowledge of minor vehicle maintenance
<b>Skills and Abilities</b>	Ability to organise and plan own work
	Ability to problem solve
	Be able to work constructively as part of a team, understanding the role and the responsibilities of your own position within the team
	Accept and manage responsibility
<b>Qualities</b>	An approachable personality with an ability to liaise with a wide range of people
	Flexible - able to work as part of a wider team.
	Good decision maker
	Honesty and integrity