



JOB DESCRIPTION	
Job Title	Transport Officer
Reports to:	Operations Manager
Salary:	£10.14 per hour
Hours of work:	5 shifts per week, 6.30am – 2.30pm
Job Purpose:	<p>To have overall responsibility for CTLA's vehicle yard, working with the Operations Manager and the Drivers to ensure CTLA's vehicles are maintained to a high standard.</p> <p>To help ensure CTLA's compliance with current and future health and safety legislation and best practice.</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>
Main Duties & Responsibilities:	
<p>Vehicle and Yard Maintenance</p> <ul style="list-style-type: none"> To maintain the yard so that it is fit for purpose. To identify and report any vehicle damage. 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. To run service compliance summary reports. To collect carbon copies from the drivers daily vehicle checks and record/report any findings/failures to the Operations Manager. To share the responsibility of the on-call emergency phone. To wash and clean bus exteriors, interiors and upholstery. To check vehicle stock, including fire extinguishers, PPE, first aid kit, sick bowls etc. To hand in and record any lost property found on the vehicles. To keep the yard and all storage areas clean, tidy, well stocked and organised. To adhere to CTLA's COSHH policy. To undertake any other tasks which may be necessary and requested by the management team. <p>Driving Duties</p> <ul style="list-style-type: none"> To drive CTLA vehicles, as and when required, to fulfil the role responsibilities. When required, take the vehicles to the garage for repairs, as agreed with the Operations Manager. <p>MIDAS Training</p> <ul style="list-style-type: none"> 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. <p>Health and Safety Officer</p> <ul style="list-style-type: none"> To become CTLA's Health and Safety Officer, undergoing any training which is required. To help ensure the safe management of CTLA premises, projects and operations. 	



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- To help ensure the health, safety and wellbeing of CTLA staff and other stakeholders (e.g. volunteers, sub-contractors, visitors, the public).
- To conduct new employee safety inductions.
- To assist in the provision and organisation of appropriate health and safety training for staff.

Training

To undergo CTLA drivers training and induction;

- - Midas Driver Training
- - Safeguarding
- - Manual Handling
- - 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	
Qualifications, Knowledge and Experience	Full, UK driving license with D1
	MIDAS qualified (or willing to undertake training)
	Health and Safety Training (desirable)
	General knowledge of minor vehicle maintenance
Skills and Abilities	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
Qualities	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