University of Edinburgh

Job Description 012

1. Job Details

Job title: Transport Assistant (p/t)

School/Support Department: Corporate Services Group

Unit (if applicable): Centre for Sport and Exercise (Sports Transport Pool)

Line manager: Manager, Sports Transport Pool

2. Job Purpose

To assist the Sports Transport Manager in promoting, maintaining and deploying the CSE’s fleet of five minibuses to the benefit the student sporting community, and where capacity allows, academic departments and student societies.

3. Main Responsibilities

1. Support the Transport Manager with the administration and promotion of the Sports Transport Pool so that prospective customers can appreciate the value of the service and make best use of it.

2. Co-ordinate and undertake day-to-day maintenance (cleaning, valeting, inspecting, arranging routine repairs) and servicing (including MOT) of five sports transport vehicles ensuring that they are ready in time for bookings and in the best condition for hire.

3. Manage the lay-out (parking; cleanliness; storage) and security (alarm system; fire risk) of the Transport Garage (located at Peffermill) so that vehicles (and related equipment) are housed safely and securely.

4. Conduct (one-to-one) safety briefings, practical instruction and competence assessments on all candidate mini-bus drivers (with and without towing) to ensure they have the necessary skills, experience and understanding to drive the buses safely, responsibly and in accordance with the law.

5. Contribute to the development of new policies, procedures and operational arrangements to ensure the sports transport fleet is deployed optimally and in keeping with statutory legislation.

4. Planning and Organising

- Plan and organise day-to-day schedule of work, mostly in consultation with Sports Transport Manager, to ensure routine administration, vehicle preparation and garage management is undertaken in support of customer bookings and service delivery.
- Arranging minibus repairs and servicing, up to one year in advance, to uphold safety standards, while maintaining service continuity and business performance.
- Arrange schedule for individuals undertaking minibus driving tests.

5. Problem Solving

- Playing a leading role in investigating damage to, or accidents/incidents involving, Sports Transport vehicles, establishing cause and recommending the most appropriate course of action in terms or repair, driver sanctions and/or adjustments to training and/or procedures.
- Appraising the competence of candidate minibus drivers by undertaking a methodical assessment of their abilities (through dialogue and setting a tailored practical exam).
- Supporting the Sports Transport Manager in interpreting any legislative changes in minibus driving and determining its impact on the University Sports Transport Pool.

6. Decision Making
o Assuming sole responsibility for determining, within prescribed guidelines, the competence of candidate minibus drivers, with pass or fail outcome.

o Determining the road-worthiness of vehicles (after accident; incident; repair; wear and tear, etc) and recommending appropriate action.

o Deciding daily work schedule and prioritising tasks to meet service needs.

7. Key Contacts/Relationships
CSE Staff; Finance office (Insurance); Suppliers (mini-buses; garages/servicing/coach-works etc); EU Sports Union (and constituent Clubs); Academic Departments; National/local sports groups; EU Student Societies; General Public

8. Knowledge, Skills and Experience Needed for the Job
- 10 years driving experience (clean licence), with at least 3 years involvement in minibus driving (PCV licence desirable; towing experience desirable);
- Knowledge of basic vehicle maintenance;
- Appreciation of relevant Health and Safety procedures/practices;
- Good organisational abilities, with developed time management skills;
- Patience, calmness and re-assuring manner, with good customer care appreciation;
- Understanding how to use IT packages (MS office);

9. Dimensions
Job-holder does not have any immediate line management responsibilities though the role does have a significant influence in quality assuring drivers for the Transport Pool, and in maintaining a capital asset (minibuses) valued in excess of £100k (five vehicles); and contributing to the Transport Pool’s income generating targets (£27k per annum~’06-07 fig).

10. Job Context and any other relevant information
Post demands significant lone working due to the remote location of the Transport Garage (Peffermill); working in all weather conditions; role also involves sustained periods of physical effort (cleaning minibuses, hitching trailers; etc) and concentration (during driving tests), with some inherent risk.