**Job Description**

**Transport Manager**

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| **Job Details** |

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| Reporting to: General Manager |  | Date: 1st February 2018 |

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| Department: Group Operations |  | Location: Wokingham |

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| Responsible for: Transportation |

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| **Job Summary** |

The Transport Manager organises and supervises all the vehicle activities on behalf of the Group working closely with all Departmental Managers and Supervisors. Liaising with Managers to resolve all concerns relating to driver/vehicle issues to ensure the smooth running of Group Operations at its various locations. The Transport Manager carries out a wide range of operational and administrative related tasks.

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| **Key Responsibilities** |

* Ensuring all drivers are compliant with DVSA requirements and regulations
* Ensuring all vehicles are maintained and serviced to the necessary standard and where appropriate compliant with DVSA requirements and regulations
* Communicating regularly with all drivers and providing assistance where required
* Organising the training of drivers relating to policies and procedures
* Monitoring, investigate and document all driver performance activities
* Monitoring employees progress and being their first point of contact should a problem arise
* Developing customer relationships, managing questions and complaints calmly and decisively
* Organising and overseeing all health and safety checks and routine vehicle checks and adhering to both company and statutory requirements.
* Developing and the maintaining of any administrative records, regularly communicating with the other Management to ensure smooth operation.
* Ensuring Legislation and procedures are fully compliant
* Implementing schedule and policy changes
* Collaborating with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives
* Coordinating the Staff training matric ensuring its regularly maintained and accurate
* Organising when necessary any outstanding training issues including refresher courses for various staff in all departments
* Any other reasonable task required by the company

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| **Key Skills**  |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team
* Hold relevant qualifications relevant to Transportation Management, including a National CPC
* Knowledge and understanding of all areas of the supply chain, budgets and financial controls, legislation and relevant fleet controls
* Ability to efficiently work within a high volume transport operation
* Strong communication and people management skills being able to cultivate strong business relationships on multiple levels
* Sound understanding of basic accountancy and be numeric as this position requires involvement in managing budgets and the calculation weights and measures
* Safety conscious with a full knowledge of the transport operations and maintenance and be detail conscious with regards to the vehicles themselves and route planning

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |