



KEARSNEY COLLEGE

Founded in 1921

Transport Manager

Kearsney College is seeking the services of a dynamic individual to manage their transport and fleet, with specific experience in fleet management. The successful individual will join the Estates department at Kearsney College and report to the Facilities Manager and be based in the Estates Office. The incumbent will be responsible for everything vehicle and transport related at the College. The position is available from 01 February 2022. Part of the role includes being the school's COVID-19 Compliance Officer and fulfilling this role for as long as is required.

Key Responsibilities

- Management of the Kearsney College fleet
- Management of all pupil transport – daily, weekly, termly and travel for extramural, sport and educational trips/tours;
- Managing registrations and bookings for school transport services for pupils;
- Responding to and resolving parent queries and requests;
- Liaison with staff and organising staff transport requirements;
- Managing the drivers and department administration;
- Scheduling drivers and managing overtime;
- Relationship management of external transport providers and booking of external transport;
- Transport health and safety representative;
- Monitoring and implementation of transport policies;
- Licensing of vehicles and maintenance of fleet;
- Management of petrol and diesel usage on campus;
- Management of transport budget, costs and recovery billing;
- Maintenance of vehicle asset register and replacement schedule;
- Management of vehicle insurance claims;
- Monitoring of staff PDPs;
- COVID-19 Compliance Officer;
- Any other duties as required.

Required Experience and Attributes

- Minimum Grade 12;
- A tertiary qualification would be an advantage;
- Minimum of five years in a transport environment;
- Fleet management experience;
- Good communication skills;
- Be proactive and enthusiastic;

- Be customer service oriented;
- Be able to remain calm and work well under pressure.

Kindly forward a three-page CV **by Monday 24 January 2022** to: **The Headmaster, Kearsney College**
email: vacancies@kearsney.com.

Kearsney College reserves the right to not make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Applicants are advised that if they have not been contacted by Friday 04 February, please accept that your application has been unsuccessful.

In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.