



KITE COLLEGE

Kent Inclusive Technical Education

Transport Manager

Job Description

Purpose of the Role

To lead and manage the College's transport provision, ensuring all learners—particularly those with SEMH needs—travel safely, calmly, and reliably to and from college and off-site settings. KITE College operates its own minibuses and also uses public transport and taxis when required. The Transport Manager ensures all transport methods are safe, compliant, efficient, and aligned with learner support needs.

Key Responsibilities

1. Transport Operations & Route Planning

- Organise and coordinate daily routes using:
 - College-owned minibuses
 - Public transport (bus/train)
 - Approved taxi providers
- Continuously review routes for safety, efficiency, and punctuality.
- Determine when public transport is suitable and arrange travel training where needed for SEMH learners.
- Oversee transport to off-site vocational placements and activities.
- Develop contingency arrangements for delays, breakdowns, cancellations, or staffing issues.

2. Compliance, Safety & Vehicle Management

- Ensure all college minibuses are maintained, serviced, MOT'd, insured, and subject to daily safety checks.

- Maintain logs for:
 - Vehicle checks
 - Maintenance and servicing
 - Fuel usage
 - Driver licence checks
 - Incident reports
- Ensure compliance with:
 - Health & Safety requirements
 - Road traffic legislation
 - College safeguarding and PREVENT procedures
 - MiDAS standards (if applicable)
- Conduct risk assessments for:
 - Each vehicle
 - Public transport use
 - Taxi arrangements
 - Individual learners with specific SEMH or behavioural risks

3. Student Well-Being & SEMH Support

- Ensure transport arrangements reflect individual support needs and SEMH strategies.
- Train and support drivers in:
 - Trauma-informed practices
 - Managing dysregulation and challenging behaviour
 - Positive, consistent communication with young people
- Promote calm routines and consistent expectations on all journeys.
- Respond to safeguarding concerns in line with DSL protocols.

4. Staff Leadership & Line Management

- Line-manage:

- Minibus drivers
 - Ad-hoc or relief transport staff
- Oversee recruitment, induction, training, and supervision.
- Undertake regular competence checks (e.g., licence checks, MiDAS training).
- Coordinate staff rotas and deployment.

5. Communication & Stakeholder Coordination

- Act as the College's main point of contact for all transport-related enquiries:
 - Parents and carers
 - Local Authorities
 - External transport providers
 - Internal pastoral/curriculum teams
- Communicate any route changes, disruptions, or learner concerns clearly and promptly.
- Work collaboratively with the Business Manager and DSL on cases involving additional safeguarding or support needs.

6. Budget & Resource Management

- Support the management of the transport budget (fuel, servicing, public transport costs, taxi usage).
- Source value-for-money transport suppliers.
- Monitor spending and produce reports as required.