



Position Profile

Transportation Supervisor (Fleet Manager)

Level: Local Operations Hire
Responsible to: Director of Operations

Load: Full-time
Service Period: two years

Nature and Scope

Manage a safe, efficient, and effective vehicle maintenance program for Rosslyn Academy's school buses and assigned fleet vehicles. Assist the Operations Director in providing leadership and supervision to drivers. Develop short and long term vehicle needs for the school and develop strategic plans to meet the fleet requirements and identify significant improvement opportunities which will enhance the Rosslyn fleet. Develop budget goals and review cost reports to determine the effectiveness of the school's fleet maintenance operation. Make recommendations to the Director for all maintenance related bids and purchases. These responsibilities are integral to the fulfillment of the school's mission to help each student develop their God-given gifts for Christ-like service in the world community.

Professional Responsibilities

1. Modelling and Leadership

- Model a personal commitment to Christ and Bible-based Christian living.
- Seek to inspire others to Christian commitment, faith, and living.
- Contribute towards and maintain a positive Christian spiritual environment.
- Exhibit characteristics of being a lifelong learner.
- Maintain a positive operational environment focused on growth and excellence.
- Consistently model professionalism.

2. Duties

- Utilize and maintain the specified fleet management information system effectively; enter work orders, research work history, run reports, update tables, and verify data integrity.
- Maintain electronic databases of registration, inspections and maintenance of school buses and school passenger vehicles.
- Streamline and monitor fuel requisition and consumption for all buses and drivers.
- Develop and implement standard operational standards to maintain vehicles by advocating best practices in industry.
- Creating work schedules and transportation routes for drivers to pick and drop students.
- Assisting in the recruitment of quality drivers into the fleet.
- Developing efficient driver schedules to maximize school routes
- Managing drivers so they adhere to strict schedules.
- Finding ways to reduce maintenance costs without compromising the safety of the vehicles.
- Developing strategies for reporting fuel efficiency that are accurate and timely
- Complying with Kenya Department of Transport laws and regulations.
- Monitoring driver behavior and ensuring a high level of professional service.
- Analyzing data to increase business operational efficiency using the fleet management system.
- Utilizing GPS systems to monitor drivers and track vehicles in case of theft ; maximize the radio communication system with all the drivers on road
- Respond and/or dispatch service personnel to emergency situations during and after normal work hours when required.
- Coordinate and provide input concerning the yearly performance evaluation of assigned employees. Provide a weekly accomplishment summary report to the Facilities Director
- Provide responsive high quality service to staff, parents and students, by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

3. Communication and Collaboration

- Maintain an attitude of openness and desire for communication
- Maintain workable relationships with colleagues and staff
- Collaborate with other members of the maintenance department
- Attend and participate in school meetings.



4. Communication and Collaboration

- Participate in scheduled inservice and professional development activities
- Remain abreast of current developments in the culinary world

5. Key Skills And Competencies

- Demonstrate high professional standards within the school and community.
- Punctual and accountable.
- Have excellent communication skills both written and oral.
- Ability to work in a team.
- Ability to identify and resolve problems in a timely manner.
- Ability to plan, prioritize, and organize.
- Physical Dexterity.
- Flexibility.
- Ability to cope with change and be willing to learn new relevant skills.

6. Professional Qualifications

- A personal commitment to Jesus Christ as Savior and Lord
- Exhibit a continuing sense of God's calling to service at Rosslyn Academy
- Demonstrate a respect for diversity of culture.
- Degree in Logistics or Accounting.
- Minimum of five (5) years Supervisor experience.
- Experience in a logistics role, transport industry or school bus maintenance operations
- Comprehensive knowledge of the principles and practices of fleet repair facility management.
- Hazards and safety precautions of school operations applicable to fleet management, budget and accounting principles and procedures, and preventive maintenance inspection methods and procedures.
- Demonstrate an appreciation for the diversity of the body of Christ.
- Demonstrate the ability to communicate effectively in English, both orally and in writing
- Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy

N.B (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments).

Employee

Name:.....

Signature:.....

❖ I certify that I have read and understood the responsibilities assigned to this position.

Supervisor's Title.....

Supervisor's Signature:.....

Date:.....

❖ I certify that this job description is an accurate description of the responsibilities assigned to the position.

