

## **JOB VACANCY**

# **Duty Operations Manager**

We have an exciting opportunity for a Duty Operations Manager, based at our slough depot, who will utilise and control resources to ensure maximum levels of service delivery, and to ensure full compliance with company procedures and cost controls.

You will also provide supervision of drivers on all services and hires.

### **Job Description**

- Liaise with Drivers, Sales Team, Engineering & customers for all operational requirements, in person, by telephone, and by electronic methods such as email.
- Monitor, record and ensure compliance with company procedures including drivers' hours and Tachograph regulations.
- Provide timely communication to all staff about incidents/accidents, school service or hire delays and disruptions.
- Deal with breakdowns, late running, accidents and any other incidents affecting services and staff and arrange coach procurement outside office hours to cover breakdowns/incidents.
- Control and allocate duties so the scheduled and planned operations whilst maintaining efficient cost controls through driver allocation and efficient fleet movements.
- Where appropriate, download and store data from the vehicle digital tachograph unit (at least every 90 days) and from the Drivers tachograph smart cards (at least every 28 days)

### **Benefits**

- Training and development opportunities
- Company Pension Scheme
- 28 days of holidays (including bank holidays)

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