
Recruitment information

Community Transport Fleet Supervisor

Your title	Community Transport Fleet Supervisor
DBS check	Enhanced Adult & Child DBS required
Post number	
Your team	Community, Health and Wellbeing
You would be based	River Mole Business Park, Esher KT10 8BJ
Your line manager	Community Transport Manager



Elmbridge
Borough Council

About the role

Our accessible vehicles and drivers support movement of clients to our community centres, clubs, specialist day care services, shopping trips, Dial-a-Ride and Hire-a-Bus service. We also provide support for people travelling to schools and hospitals.

In this role you will be responsible for ensuring the safe and compliant operation of the transport fleet. This will include supervision of the driver team ensuring they are fully trained, guided and comply with their responsibilities towards vehicle roadworthiness.

This role will require you to supervise driver and administration colleagues as well as deputising for the Community Transport Manager in their absence.

The main purpose of the role:

The Community Transport Fleet Supervisor is responsible for the day-to-day management, safety, and compliance of Elmbridge Borough Council's community transport vehicle fleet, ensuring that vehicles are legal, roadworthy, accessible, and available to support high-quality services for residents. The post holder will work closely with drivers, maintenance providers, and managers to ensure services operate safely, reliably, and efficiently in line with community transport permit conditions and organisational values.

Specific duties and responsibilities

Fleet Management & Compliance

- Oversee the daily availability and allocation of vehicles to meet service requirements.
- Ensure all vehicles comply with:
 - DVSA requirements
 - Permit conditions (Section 19)
 - Health and Safety legislation
 - Accessibility standards
- Maintain fleet records, including:
 - MOTs, inspections, servicing, and repairs
 - Vehicle insurance and tax
 - Defect reporting and rectification logs
 - Daily walkaround checks

Maintenance & Repairs

- Schedule and monitor planned preventative maintenance.
- Liaise with external garages, maintenance contractors, and suppliers.
- Authorise repairs within agreed budgets and escalate major issues where necessary.

- Ensure vehicles are cleaned and presented to a high standard.

Driver Support & Supervision

- Provide practical support and guidance to paid drivers, administrative staff and volunteers.
- Ensure drivers are trained and compliant, including:
 - Licence checks
 - D1 entitlement monitoring
 - CPC or MiDAS (where applicable)
- Monitor and address performance and conduct issues, driving standards, safety concerns, and vehicle use issues.

Health, Safety & Safeguarding

- Promote a strong safety culture across fleet operations.
- Investigate and report vehicle incidents, accidents, and near misses.
- Ensure safeguarding responsibilities are understood and followed.
- Contribute to risk assessments and safe systems of work.

Operational Support

- Support service continuity by responding to breakdowns, vehicle substitutions, and service disruptions.
- Contribute to service planning by advising on vehicle suitability and capacity.
- Assist with fleet procurement, decommissioning, or replacement planning.

Administration & Reporting

- Maintain accurate digital and paper records.
- Produce fleet performance and compliance reports as required.
- Support audits and inspections by local authorities or external bodies.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Community Transport Fleet
Supervisor
Team: Community, Health and
Wellbeing**

**Post no:
Hours: 36
Car allowance C4**

Salary: SO2 £43,571 - £45,665.

(Please note we will be appointing
at the starting salary for this post).

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
	Full UK driving licence	Essential	Application
	UK Driving License D1 entitlement	Desirable	Application
	Fluency in spoken and written English	Essential	Application Interview
	Proficiency in Microsoft Office applications with good IT skills.	Essential	Application Interview
	Proficiency in fleet management software	Desirable	Application Interview

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
	Experience of supervising or managing vehicle fleets or transport operations.	Essential	Application Interview
	Experience within community transport, passenger transport, or not-for-profit services.	Desirable	Application Interview
	Experience working with volunteers	Desirable	Application Interview
	Experience of office systems, of organising resources and setting up and maintaining administrative systems	Essential	Application Interview

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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	Competent IT skills (e.g. fleet management systems, spreadsheets, email)	Essential	Application Interview
	An ability to communicate effectively with people from all backgrounds, abilities and, age, gender.	Essential	Application Interview
	Clear and concise verbal and written communication skills	Essential	Application Interview
	Good understanding of the use of information and data protection	Essential	Application Interview
	Ability to manage multiple priorities in a busy operational environment.	Essential	Application Interview
	Good working knowledge of vehicle safety, maintenance, and compliance.	Essential	Application Interview
	Strong organisational skills and attention to detail.	Essential	Application Interview
	Understanding of disability access and inclusive transport.	Desirable	Application Interview

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
	None listed		