

## Aspire Job Description

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<b>Job Title:</b>	Transport Watchkeeper	<b>POSITION ID:</b> TBC
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>	
<b>Location:</b>	Aldershot	
<b>Reports to:</b>	Aldershot Depot Manager	
<b>Key Purpose of the Role:</b>	Provide an out of hours vehicle booking service, fleet scheduling function and facilitate an out of hours walk in service for the customer base.	
<b>Key Responsibilities:</b>	<p>Key activities and company or legal standards to be complied with.</p> <ul style="list-style-type: none"><li>• Process transport requests using the proscribed IT Management Information Systems (MIS's) and provide an out of hours walk in booking service for the customer at our Aldershot Depot.</li><li>• Deliver a professional out of hours transport service to the customer, in accordance with company procedures and service publications.</li><li>• Where fleet deficiencies dictate, facilitate the booking of additional hire vehicles through the lease provider, using the prescribed IT system.</li><li>• Administer and complete all paperwork associated with the smooth running of the transport operation, including tasking sheets, VUR's, driver check sheets and driver's hour's record cards.</li><li>• Liaise with contract hire and outside repair agencies to facilitate delivery/collection of vehicles.</li><li>• Responsible for arranging out of hours driver cover and tasking of the on-call night duty drivers as required.</li><li>• Prepare vehicles for reissue to customers out of hours as required.</li><li>• To issue and receipt all vehicle types using correct documentation.</li><li>• Carryout customer licence and driver permit checks before issuing them with vehicles.</li><li>• Use the prescribed IT systems to process, close and price tasks after completion, including the recording of fuel and mileage.</li><li>• Record and report any vehicle defects and accident damage in accordance with Company Procedures.</li><li>• Ensure compliance with all health, safety and environmental regulations.</li><li>• Assist with out of hours H&amp;S provisions as required, including reporting of all incidents/accidents or dangerous occurrences and assisting with departmental snow/ice clearance in adverse weather</li></ul>	

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conditions (gritting).

- Carry out other relevant duties as required by Line management.

### Qualifications

#### Essential:

- IT Literate
- Full clean driving licence

#### Desirable:

- Category D1 (Minibus licence)

### Experience & Knowledge:

#### Essential:

- Attention to detail
- Team working

#### Desirable:

- Proven Customer service experience

### Skills:

- Partnering and customer focus - Recognises the importance of the customer to the business and reacts to changing customer requirements.
- Excellent organisational skills.
- Team Working - Participates as a fully effective team member.
- Continuous Improvement – Has a keen eye for detail and looks to optimise the deployment of vehicles and assets, completes tasks on time and to the required standard.

### Date:

14/08/2017