**TRANSPORT MANAGEMENT RESPONSIBILITY GUIDE**

**About this tool**: This tool presents the responsibilities of individuals at various levels within a transport operation. It is to be used as a guide and reminder of the important duties within a transport operation.

**KEY:**

**TA** = Transport Assistant

**TO** = Transport Officer

**TM** = Transport Manager

**GM** = General Manager

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| **Task** | **Responsibility** | | |
| **Level** | **Frequency** | **Post** |
| Create, update, publish "Vehicle Inventory" | ALL | As Needed | TA |
| Create, update, publish "Vehicle Information Sheet" | ALL | As Needed | TA |
| Day-to-day operational management | ALL | Daily | TO |
| Receive "Period Movement Plans" | ALL | Every Period | TO |
| Prepare "Period Transport Schedule" | ALL | Every Period | TO |
| Discuss Transport schedule with Managers | ALL | Every Period | TO |
| Receive and check "Trip Authorities" | ALL | As Needed | TO |
| Prepare “Seven Day Transport Schedule" | ALL | Weekly | TO |
| Review vehicle schedule | ALL | Daily | TO |
| Compare actual with schedules | ALL | Weekly | TO |
| Report on monitoring of plans | ALL | Every Period | TO |
| Complete "Vehicle Check Sheet" | ALL | As Needed | TA |
| Keep and control vehicle keys | ALL | As Needed | TA |
| Keep and control fuel cards | ALL | As Needed | TA |
| Keep and control loose vehicle equipment | ALL | As Needed | TA |
| Keep and control safety equipment | ALL | As Needed | TA |
| Test safety equipment | ALL | As Needed | TO |
| Update vehicle documents, road taxes etc. | ALL | Annual | TA |
| Manage out of hours posting box | ALL | Daily | TA |
| Check drivers' license validity | ALL | Six Monthly | TA |
| Receive "Accident/Incident Report" from Vehicle Operator | ALL | As Needed | TA |

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| **Task** | **Responsibility** | | |
| **Level** | **Frequency** | **Post** |
| Awareness raising of transport issues | ALL | As Needed | TO |
| Analyse log sheet data | ALL | Every Period | TA |
| Prepare "Period Transport Report" | ALL | Every Period | TO |
| Receive and check maintenance plans | ALL | Every Period | TO |
| Keep maintenance reports | ALL | As Needed | TA |
| Daily and Weekly Vehicle Checks | ALL | Frequent Spot Checks | TO |
| Input to transport budget setting | ALL | Annual | TO |
| Transport budget monitoring | ALL | Every Period | TO |
| Health and Safety Spot Checks | ALL | Frequent Spot Checks | TO |
| Awareness raising of H&S Issues | ALL | As Needed | TO |
| Request new/replacement vehicles | ALL | As Needed | TO |

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| **Task** | **Responsibility** | | |
| **Level** | **Frequency** | **Post** |
| Handle transport insurance | TOP | As Needed | TM |
| Decide about vehicle write-off | TOP | As Needed | TM |
| Calculate vehicle replacement level | TOP | Annual | TM |
| Allocate new/replacement vehicles | TOP | As Needed | TM |
| Authorise loan of vehicles | TOP | As Needed | TM |
| Plan and arrange driver assessments | TOP | As Needed | TM |
| Provide feedback on vehicle performance data | TOP | Quarterly | TM |
| Calculate ideal transport model | TOP | Annual | TM |
| Oversee planned preventative maintenance | TOP | Every Period | TM |
| Oversee spares/equipment ordering | TOP | As Needed | TM |
| Maintain asset register | TOP | As Needed | TM |
| Staff capacity building planning | TOP | Annual | GM |
| Prepare "Period Movement Plans" | ALL | Every Period | GM |
| Receive copies of "Period Transport Schedules" | ALL | Every Period | GM |
| Authorise "Trip Authority" | ALL | As Needed | GM |
| Receive "Period Transport Reports" | TOP | Every Period | GM |
| Discuss vehicle planning issues | ALL | Quarterly | GM |

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| **Task** | **Responsibility** | | |
| **Level** | **Frequency** | **Post** |
| Authorise parking of vehicles at home | ALL | As Needed | GM |
| Authorise unofficial passengers | ALL | As Needed | GM |
| Prioritise vehicle allocation in case of shortage | ALL | As Needed | GM |
| Authorise personal use of vehicle | ALL | As Needed | GM |
| Set Transport Budget | TOP | Annual | GM |
| Monitor Transport Budget | ALL | Every Period | GM |
| Appoint on member of management team with responsibility for transport | ALL | One off | GM |
| Include transport as a regular item on management meeting agendas | ALL | Quarterly | GM |
| Ensure that disciplinary procedures are documented & adhered to | ALL | As Needed | GM |
| Set performance standards and indicators for transport | TOP | Six Monthly | GM |
| Devise and communicate management structure for transport | TOP | Annual | GM |