



Bringing out the best in every one

# NCBIS

Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



## Transportation Manager

New Cairo British International School (NCBIS) is looking to recruit an outstanding full-time Transportation Manager.

**Reports to:** Facility Manager

### Position Overview:

The Transport Manager will be responsible for the day-to-day operation of the Transportation Department, ensuring a safe and reliable bus service to transport students and staff to and from school campus. This responsibility will extend to developing strategies to ensure the efficient and cost-effective functioning of the service.

### Job Responsibilities:

- Day to day management of the transportation department and monitoring the performance of the contractor in terms of buses, drivers, supervisors and all the other factors affecting the service level submitted to students and staff.
- Management of School owned and related vehicles.
- Management of bus monitor supervisor and fleet coordinator and bus monitors.
- Develop and be conversant with bus routes, and schedule vehicles and drivers.
- Monitoring and evaluating the performance of transportation subcontractors.
- Defining KPIs and applying them for the transportation subcontractors.
- Efficient and prompt responding to the parents' complaints and inquiries
- Assist in recruiting and hiring new permanent and temporary staff.
- Conform to all Egyptian government laws and regulations.
- Renewal of the licences of the drivers and vehicles owned by the school.
- Prepare and submit periodic reports (Daily, Weekly, Monthly) to the facility manager.
- Understand and be proficient in the use of the all the softwares and ERPs. used in school
- Allocate and schedule students on the different bus routes.
- Develop after school activity bus lists and routes.
- Develop weekend duty bus lists and routes.
- Develop and keep current the Transportation Department Incident Management Report, Policies and Procedures, and ensure compliance by all department members.
- Manage incidents requiring employee discipline.
- Prepare the pick-up and drop-off schedules for the students.
- Meet the busses as they arrive on campus each morning and leave each afternoon.
- Manage and reconcile petty cash.
- Procurement of new school vehicles if any.

Address: Road 17, 1<sup>st</sup> District, 3<sup>rd</sup> Zone,  
5<sup>th</sup> Settlement, New Cairo, Cairo, Egypt  
Tel: +202 2565 7115 / 2565 7120 / 2565 7121  
E-mail: [info@ncbis.co.uk](mailto:info@ncbis.co.uk) Web: [www.ncbis.co.uk](http://www.ncbis.co.uk)

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English Speaking Foreigners. Ministry of Social Affairs Registration No: 2643, New Cairo.



@New Cairo British International School



@NcbisSecondary

@NcbisPrimary

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- Keep current with and maintain an awareness of the Transport industry
- Maintain safety standards to ensure compliance with all the regulations.
- Monitor and maintain the vehicle tracking GPS and camera systems on the buses.
- Develop and monitor the Transport department operations and capital expense budgets.
- Communicate to parents with respect to enquiries, complaints and special requests
- Maintain leave records for Transport department personnel, and ensure leave forms are completed as required
- Identify training needs and continued staff and contractor development.
- Periodic auditing of contractor's vehicles.
- Maintain accurate current year and historical transport department files.
- Manage, supervise and coordinate staff duties, activities and responsibilities including discipline.
- Conduct regular appraisals and identify professional development opportunities for staff.
- Identify the departmental financial needs and manage these through the Opex and Capex budgets
- Ensure SLA's and KPIs are maintained and updated, and contractors are compliant with the SLAs and KPIS matrix.
- Other duties as may be assigned by the Facility Manager.
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### **Job Requirements:**

- Excellent command of the English language, both spoken and written, and able to communicate well with students, staff and parents.
- Minimum experience of 5 years as a Transportation Manager preferred in a reputed tourism company or international education institution.
- Excellent user of MS office (word and Excel)
- Experience in scheduling bus routes, contractor management, and employee management.
- Strategic planning background in relation to the transportation.
- Strong budgeting skills.
- Previous experience in working with a variety of GPS tracking, incident monitoring, video and incident applications.
- A positive attitude, and strong interpersonal skills
- Strong organizational and time management abilities
- A committed team player with the ability to take initiative

To apply please send your CV to this e-mail [recruitment.wholeschool@ncbis.co.uk](mailto:recruitment.wholeschool@ncbis.co.uk) . The closing date for applications is Sunday 13th March 2022. The school reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

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