



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Transport Inspector
Grade: 4
Directorate: Places
Department: Transport
Responsible to: Transport Operations Manager

Purpose of the Job:

To contribute to the effective and efficient delivery of all passenger transport operations via planning, inspections and detailed contract management.

Main Responsibilities:

1. To monitor, inspect and survey passenger service contracts services within Rutland and wherever services have a cross boundary flow.
2. To report on findings and to maintain accurate and current records in order to support contract management and any statistical data required.
3. To work closely with both the School transport officer and the Rural transport officer to ensure all statutory checks take place and that issues are dealt with appropriately.
4. To liaise with transport providers, parents, schools and any other stakeholders as necessary to resolve complaints, issues or problems as they arise.

Principle duties and responsibilities

1. To monitor, inspect and survey home to school buses and taxis contracts and all public transport contracts.
2. To report on findings and to maintain records in order to support the production of key management and statutory statistical data.
3. To provide bus punctuality statistics to the Transport Operations Manager when required
4. To monitor and inspect school bus passes and taxi usage on contracted routes to ensure that passenger manifest reflects actual usage. To follow up inconsistencies so that accurate records can be maintained.



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5. To conduct local bus service passenger surveys by observation and, where appropriate, by interview, in order to collect data on usage and performance of services. To feedback any collated information to the Rural Transport officer for use at the Bus users group.
6. To assist the Transport Operations Manager with the collection of transport operator documentary evidence of legal status and compliance to meet audit recommendations.
7. To work with the School Transport Officer on any duties required in relation to safer routes to school and independent travel training.
8. To assist with the on-going task that bus shelters, stops, poles and timetable cases are fit for purpose and display accurate information. Taking steps to undertake minor "on the spot" repairs as necessary, or making sure that faults are reported so that other remedial steps can be taken.
9. To maintain an annual inspections calendar which should remain current and be available for other team members to view and amend with priority tasks wherever necessary.
10. To assist with any student behavioural reports/implantation of bans and/or seating plans as required by the Transport Operations Manager.
11. To contribute to the annual route planning for home to school transport with accurate route and timing information as necessary.
12. To conduct regular depot visits with transport providers to ensure effective communication and opportunity to discuss service issues/development.
13. To report any contractual non-compliance to the Transport Operations Manager
14. To undertake any other appropriate duties within the transport team when required.
15. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
16. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and



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procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Behaviours and outcomes

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions

No line management or budget responsibility.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to GCSE Standard with passes in English and Maths (or equivalent)	D
A high level of customer care skills	A & I

Desirable	Method of Assessment *
Experience of contract monitoring	A & I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of IT including a sound knowledge of Excel, Word and Access	A & I
Experience of dealing with or delivering a service directly to the public	A & I
Experience of record keeping	A & I

Desirable	Method of Assessment *
Knowledge of local government or transport process	A & I
Experience of contract enforcement or inspection	A & I
Experience of problem solving or troubleshooting	A & I

SKILLS

Essential	Method of Assessment *
Good communication and customer skills	A & I
Be able to work as part of a team	A & I
Be able to work unsupervised and on own initiative	A & I



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Be able to convey information to a wide range of people (public/schools/senior officers/other agencies)	A & I
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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
14/5/24	Yes (to new style)	Graham Saunders
		Acting Transport Operations Manager
November 2025	No	Victoria Nicholls Transport Services manager