**Job Description**

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| **Job title** | **Fleet Compliance Officer** |
| **Grade** | 6 |
| **Service/Team** | Environmental Services - Fleet |
| **Main purpose of job**  | To manage and monitor Fleet compliance functions in accordance with developed systems, statutory procedures, legislation, corporate standards, and policies. The main function will be to ensure that SCC fleet, including vehicles, plant and equipment are being ran in accordance with all legislation and council policy. |
| **Key responsibilities**  | * Categorise and organise activities in line with the priorities provided by the Fleet Management and Compliance Officer (FM & CO).
* Detailed regular reports of fleet compliance produced and shared with the FM & CO and Fleet Manager.
* Use transport / fleet knowledge to provide industry advice to customers and have a commitment to the ongoing updating of transport legislation, to ensure that SCC is running a legally compliant Fleet of vehicles, plant, and equipment.
* Monitor and collate/write compliance reports covering (but not limited to) the below areas, sharing reports to relevant managers across the council.
	+ Tachographs
	+ Overloading
	+ Accidents
	+ Endorsements & Fixed Penalties
	+ Operator Licence issues e.g., Parking at Operating Centres
	+ Driver behaviour e.g., speeding / harsh braking
* Ensure that Fleet is always compliant with legislation and policy within the Fleet service environment.
* To deliver high standards of customer care at all times and those customers are at the heart of service deliver
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| **Key tasks**  | * Manage the tracking system, arranging installations/deinstallations, plus updating details of vehicles and drivers within the system. Also, providing training to staff when required, within Fleet and to users within the wider council.
* Update and monitor systems to enable the council to move to earned recognition status with the DVSA.
* Manage and monitor the checking of driving licences of all drivers across the council.
* Manage driver details within the Fleet MIS
* Manage and monitor the checking of driver CPC and Tachograph cards of all in scope drivers across the council.
* Monitor those chargeable jobs, that are carried out by the internal workshops, are being recharged and billed accordingly.
* Review internal fleet data and carry out spot checks to ensure compliance.
* Identify, collect, collate, monitor, and categorise sometimes complex information or data for use by others using databases and MS Excel.
* Provide management KPIs to Fleet management colleagues and the wider council.
* Arrange for invoices to be paid in a timely manner.
* To develop excellent working relationships with colleagues and support them when required.
* Have knowledge of transport legislation covering LCV, LGV and Plant.
* Monitor that all maintenance records are available and up to date, in line will Operator Licence regulations and council policy.
* Monitor data quality within fleet systems.
* Carry out vehicle ‘stop check’ audits and report finding back to the Fleet Management & Compliance Officer.
* Support the Fleet Management & Compliance Officer carrying out internal department audits.
* Carry out compliance monitoring e.g., Tachographs / overloading. Reports to be supplied to Fleet management on an agreed periodic basis.
* Monitor external stores drawings and supply departments with data for reference.
* Promote excellent customer service as a core value and ensure that policies, procedures, and delivery activities reflect this.
* Effective communications with the wider council to advise and promote Fleet policy and procedure.
* Monitor that Fleet support staff are following Fleet policy & procedure, provide feedback to management.
* Assist in dealing with queries and representations from internal/external clients, Council members and others
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| **Responsible to** | Fleet Management & Compliance Officer |
| **Responsible for staff/equipment**  | * Responsible for induction and training of new Fleet staff members working within the Fleet service desk environment.
* Support Fleet Management as necessary in all Health and Safety matters.
* Ensure the efficient and legally compliant use of resources in delivery of the service including equipment, plant, and vehicles.
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| **Other duties/specific policies e.g. DBS** | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
* To work in partnership with other Sections and Directorates of the Council and external organisations.
* To promote the culture and vision of the Directorate and the Council through actively co-operating with other Council employees and management
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**Author – Ian Bell**

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