

Meet the Transport Team

Role	Contact Name
Operational Transport Manager Management of Operations and Planning Team (Schedulers) Oversees complaints relating to: Passenger Assistants Routes/timetables/Running times Drivers Internal Fleet	Claire Mckenzie
Operations Team(reporting to Claire McKenzie) deals with PA's , Drivers, internal Fleet & SXP Key functions: Day to day management of internal fleet and staff, casual staff, all HR matters, support, pay.	Darren Ward
	Neil Hulks
	Christine Conway
Passenger Assistant Queries Provision of incident reports, liaison with PAs, Transport, Coordinators and Transport Panel	Deb Moore
	Julie Hoque
Planning Team (Schedulers) Plan all transport for Home to School, LA Adults and monitor private contractors. This team plan and procure the correct mode of transport, deal with queries, process invoices and monitor the contracts. Procurement of Tenders	Sandra Hodder (team leader)
	Kirsty Craven (team leader)
	Angela Thompson
	Jo Staves
	Amy Backshall
	Danny Cook
Transport Co-ordinator Key functions: Main point of contact between schools and the LA. Applications for commissioned transport and Personal Budgets Review of transport within the Education Health Care Plan (EHCP) Ensuring appropriate Risk assessments/behaviour plans are in place.	Emily Dearing
	Jodie Brown
Support Service Manager Bus passes	Fiona Bell

Admissions Manager Key functions: Line management responsibilities for Transport Co-ordinator ensuring requests are dealt with in a timely manner. Providing updates to the Local Offer Website	Alyson Joyce
Head of Access and Inclusion Key functions: Authorisation of transport requests that sit outside of the Transport Policy – Special Circumstances Ensuring best value Review of policies and procedures Transport Panel Chair	Hayley O’Grady
Transition Manager Key function(s) Organisation and development of Independent Travel Training	TBA
Education Safeguarding Lead Key function (s) Provides the Transport Co-ordinator Advice and guidance in relation to risk assessments	Laura Carr