

Job Title: Fleet Compliance Officer	Grade/ Level CFL 4	Post Number: SBC_12345
Directorate: Inclusive Economy & Sustainability	Job Family: Operations-Fleet	Date Prepared: 29/04/2025

Role reports to (Job Title): Principal Fleet Manager

Job Purpose:

Enforce transport legislation on behalf of the Operators Licence Holder to ensure Swindon Borough Council's vehicle fleet is maintained and operated to meet compliance standards stipulated in the Operator's licence.

Key Accountabilities:

1. Carrying out driving assessments and training on Swindon Borough Council staff on all types of vehicles and machinery.
2. Monitor all Large Goods Vehicles driver's Tachographs.
3. Monitor and evaluate all drivers daily defect books and driver hour books on a regular basis to ensure compliance with transport policy.
4. Carry out audits on driver records/training records from all areas of Swindon Commercial Services Limited to ensure compliance with current legislation.
5. Identify driver training needs in accordance with current legislation e.g. Drivers Certificate of Professional Competence (DCPC) .
6. Monitor and evaluate the programme of inspection and servicing of vehicles by liaising with Fleet Management and the end user to ensure compliance with the operator's licence.
7. Carry out driving licence checks across the whole of Swindon Borough Council in compliance with the requirements of the operator's licence, the Driving & Vehicle Standards Agency (DVSA) and the Driver and Vehicle Licensing Agency (DVLA) including the licence requirements for the carriage of Hazardous Materials.
8. Monitor and inform staff of any issues relating to transportation, changes in legislation, law and regulations.
9. Develop and update driving procedures/manuals, best practices and notices for each area when required and distribute accordingly.
10. Produce and monitor risk assessments as required and provide advice and guidance to managers as

appropriate.

11. Deputise for the Operators Licence holder as required.
12. Enforce the requirements of the Operators Licence to ensure compliance with the requirements of the Driver & Vehicle Standards Agency (DVSA) and the Department for Transport (DfT).
13. Prepare costing for transport training and provide accurate information for subsequent invoicing.
14. Monitor and evaluate Transport Working Time Directive and advise line management of potential infringements.
15. Carry out random spot checks on vehicles and drivers to ensure that both are legally compliant and the vehicle is in a roadworthy condition.

Supplementary Accountabilities:

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:
Typical tasks supervised/allocated to others:

- Driver assessment checks and training
- Vehicle Inspections
- Driver/Vehicle record checks
- Identify training requirements
- Enforce compliance with Operators Licence

Job Scope:

1.Appointed Compliance Officer in direct support of the Operators Licence holder.

- Enforcer
- Adviser and trainer

Budget: nil

Assets: nil

Knowledge and Experience:

- Relevant experience within a transport environment
- Current clean driving licence to include Light Goods
- Experience of the use of both analogue and digital tachographs
- Up to date knowledge of the legal and regulatory framework as it applies to transport
- Understanding and experience to comply with statutory and corporate health and safety requirements
- Relevant experience within a transport training environment
- The ability to deal with conflict situations within the role of compliance

<ul style="list-style-type: none"> • Relevant IT skills and literacy /numeric skills 	
Decision Making: <ul style="list-style-type: none"> • Can make effective decisions quickly and is happy to act on own initiative in order to resolve problems • Has proven results obtained through team work and individual effort 	
Contacts and Relationships: <ul style="list-style-type: none"> • Demonstrable abilities as both a team leader and member who enjoys a good working relationship with colleagues at all levels • Able to show an understanding of the services provided by the department and how a high level of service can be delivered to customers • Possesses highly developed interpersonal skills and is able to adapt approach to a wide variety of customers 	
Creativity and Innovation: <ul style="list-style-type: none"> • Reviews ways of working and identifies opportunities to improve the work of the team • Identifies creative solutions to Council-wide issues and takes action to address them • Can demonstrate an enthusiastic approach and constantly strives for improvements to performance and service 	
Job Specific Competencies: <ul style="list-style-type: none"> • Ordinary and LGV Driving Licence • Understanding of transport laws and regulations 	
<p>In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.</p>	
Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date:

Current Fleet Structure March 2025

