**Meet the Transport Team**

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| **Role** | **Contact Name** | **Contact No** |
| **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 | Clarie.Mckenzie@hullccc.gov.uk  612805 |
| **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 | Darren.Ward@hullcc.gov.uk  01482 616230  07540677051 |
| David Graves | David.Graves@hullcc.gov.uk  01482 612807 |
| Christine Conway | Christine.Conway@hullcc.gov.uk  01482 612808 |
| Deb Moore - covered by Julie Hoque | Debra.Moore@hullcc.gov.uk  01482 612810 |
| **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 | Sandra.Hodder@hullcc.gov.uk  01482 612809 |
| Angela Thompson Special Schools | Angela.Thompson@hullcc.gov.uk  01482 612811 |
| Kirsty Craven Mainstream and Pru’s | Kirsty.Craven:hullcc.gov.uk  01482 612811 |
| Liam Holderness Mainstream , Pru’s Colleges | Liam.Holderness@hullcc.gov.uk  01482 612812 |
| Amy Backshall All call off journeys , out of town , Adults to day centres | Amy.Backshall:hullcc.gov.uk  01482 616859 |
| **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 | SENtransport@hullcc.gov.uk  01482 615108  07769907311 |
| **Support Service Manager**  Payment/processing of personal budgets/ refunds  Bus passes | Fiona Bell | [Fiona.Bell@hullcc.gov.uk](mailto:Fiona.Bell@hullcc.gov.uk)  07395798895 |
| **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 | [Alison.Joyce@hullcc.gov.uk](mailto:Alison.Joyce@hullcc.gov.uk)  01482613348 |
| **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 | Hayley O’Grady | Hayley.o’grady@hullcc.gov.uk  07725557172 |
| **Transition Manager**  **Key function(s)**  Organisation and development of Independent Travel Training | TBA  Trainer – Athina Kouris | Athina.Kouris@hullcc.gov.uk  07925371904 |
| **Education Safeguarding Lead**  **Key function (s)**  Provides the Transport Co-ordinator Advice and guidance in relation to risk assessments | Phillip Painter | Phillip.Painter@hullcc.gov.uk  07725481118 |