

## Transportation Supervisor

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### **Job Summary**

The Transportation Supervisor shall be responsible for the operation of the pupil transportation activities and the school bus fleet in a safe, efficient and economical manner. The transportation supervisor shall be directly responsible to the Secretary-Treasurer and work closely with the Superintendent of Schools and School Principals on pupil issues.

### **Minimum Qualifications**

The Transportation Supervisor shall possess a motor vehicle or truck transport licensed mechanic certificate.

### **General Duties and Responsibilities**

- a) School Bus – Vehicle Repair and Maintenance
  - Assess, plan, coordinate, prioritize and direct preventative maintenance program and general maintenance and repairs / projects required for all division owned buses and vehicles.
  - Ensure Division bus and vehicle fleet is maintained within provincial and federal legislation / regulation. (Public Schools Act, Highway Traffic Act, Federal Department of Transport, and Manitoba Transportation)
  - Plan and supervise vehicle preventative maintenance programs which will establish an acceptable maintenance standard within the resources available.
  
- b) Staff Supervision
  - Supervise the daily operation of the Transportation Department and provide direction and workload management and resolve work related concerns for mechanics and bus drivers.
  - Provide direction to bus garage staff to plan, schedule and perform vehicle repairs and maintenance activities.
  - Interview, recommend for employment, orient and train new bus drivers and mechanics.
  - Provide performance evaluation for school bus drivers and mechanics as required and as provided for in division policy.
  - Recommend employee disciplinary action and dismissal in accordance with Policy G.H.C.
  - Provide staff safety and safe work practices orientation.

## c) Finance, Purchasing and Accounts

- Examine and approve all accounts for work under his/her direction and submits accounts for payment.
- Prepare the annual Transportation budget in consultation with the Secretary-Treasurer.
- Maintain accurate records and analysis of Transportation Department budget expenditures.
- Plan, coordinate and perform purchasing of transportation supplies, services and equipment, obtain competitive quotes and tenders where appropriate and provide recommendations in the awarding of quotes / tenders.
- Review year to date financial reports and analyze budget expenditure estimates.
- Coordinate and manage inventory systems to ensure an accurate and current transportation department, materials, supplies and equipment inventory.
- Prepare school bus and division vehicle replacement projections / plans and recommend replacement of school buses and division vehicles.

## d) Communication &amp; Administration

- Administer Division student transportation policy and report to the Board through the Secretary-Treasurer.
- Develop and implement approved bus operating rules and procedures, safety regulations and driving standards and ensure adherence to any pertinent rules and regulations laid down by provincial, federal or municipal regulatory bodies.
- Maintain accurate records of maintenance and general operating expenses of the transportation fleet.
- Investigate accidents involving Division buses, prepare reports on the findings, and where possible initiate procedures to prevent re-occurrence.
- Ensure that accidents are promptly and properly reported to proper authorities and insurance agents.
- Establish bus loading and unloading procedures at Division schools, and on an ongoing basis, monitor the safety and effectiveness of such procedures.
- Review annually the Division bus ridership policy and emergency school bus evacuation procedures with school bus drivers.
- Through the school principal, ensure that pupils are instructed in the School Bus Ridership Policy and participate in emergency school bus evacuation drills. (as per regulations)
- Process vehicle repair and maintenance work orders and complete administrative activities required in transportation operations and projects.
- Schedule buses and assign drivers to cover division transportation needs such as routes, driver absences, extra-curricular and co-curricular trips.
- Cooperate with school principals and others responsible for planning school trips (and plans and schedules trips)
- Develop, implement, review and revise school bus routes to ensure effective and efficient transportation of students.
- Monitor weather, road conditions and forecasts and notifies senior administration of road and weather concerns related to school bus travel.
- Develop, prepare and present reports and participate in Board committees and meetings as requested.
- Collaborate with school administrators, senior administration and parents when issues of student misbehavior on buses arise.

- Complete all reports pertaining to transportation of students required by Manitoba Education.
- Maintain a good working relationship with bus drivers and mechanics by facilitating good two way communication.
- Deal promptly with public and parent inquiries and complaints regarding transportation services or student discipline (consult with school administration) on the bus. (Report major incidents to senior administration)
- Effectively communicate information and maintain positive relationships with colleagues, division staff, school staff, provincial pupil transportation unit, suppliers and administration staff.
- Operate the radio systems for school buses and division vehicles.
- Assist schools to implement school bus safety programs and initiatives.
- Coordinate communication to the school of bus route cancellations.

e) Professional Development

- Participate in ongoing professional and personal development activities.
- Maintain active involvement in relevant professional organizations (MASBO)
- Provide relevant professional development opportunities and activities for school bus drivers and mechanics as required under legislation and by personal need.
- Plan, organize, implement and conduct the 24 hour school bus driver training program to ensure a minimum standard of driving proficiency and knowledge of pertinent rules and regulations regarding school bus operation.

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