



Transportation Supervisor

Administrative Procedure 2.B.230

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

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PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Transportation Supervisor shall be responsible for coordinating and supervising the School Division bus and division vehicle operation including maintenance, repair, routing and administration. This position will provide leadership to the Transportation Department staff in the overall management of the Transportation Department. This person operates as part of the Operation Support Centre team that provides efficient, respectful and effective service within the team as well as service to the division. The Transportation Supervisor works under the supervision of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

1. Create and update a Three (3) Year Strategic Plan for the Transportation Department and share the plan with the Leadership for review on an annual basis.
2. Regularly evaluate the transportation system and initiate such changes as may be required from time to time and bring such changes to the attention of the Secretary-Treasurer.
3. Regularly inspect and evaluate the conditions of bus routes, bus stops and bus loops.
4. Maintain knowledge of general road conditions and communicate with bus drivers and/or municipalities regarding specific road concerns.
5. Provide information and recommendations to the Superintendent's Department with cancellation of transportation services in accordance with

Division policies.

6. Manage the division fleet of vehicles, creating and maintaining a fleet management system for the acquisition, disposal and repairs of school buses and other division vehicles.
7. Establish and maintain the bus garage inventory control program.
8. Maintain accurate records of fuel, maintenance, and general operating expenses for the transportation fleet and exercise effective control over expenditures in relation to the approved transportation budget.
9. Assist the Secretary-Treasurer in the preparation of budget estimates for the Transportation Department.
10. Prepare and complete Manitoba Education and Divisional transportation reports and forms on a regular basis.
11. Be responsible for scheduling and determining routes, stops, rules, and regulations relative to pupil transportation.
12. Ensure that all student and route information entered in the Division's transportation routing software program (Bus Planner) is up to date and accurate.
13. Verify route distances to be used in the calculations for payroll purposes.
14. Coordinate the availability and use of school buses for field trips and special programs.
15. Investigate all requests and complaints and respond according to policy / procedures and the collective agreement.
16. Approve vehicle inspection and certification forms.
17. Maintain current knowledge of provincial laws and regulations regarding transportation of students.
18. Review and update annually the School Bus Drivers' Handbook and ensure that the rules and regulations for the bus drivers and students are carried out.
19. Ensure that all transportation equipment, property, facilities and school buses are kept in a safe condition by meeting or exceeding the necessary codes and safety requirements.
20. In conjunction with the principals, investigate and resolve serious incidents on the school bus.
21. Immediately investigate accidents involving Division vehicles, prepare reports and promptly report to authorities. Where possible, initiate procedures to prevent any reoccurrence.
22. Provide Managerial Oversight to all bus drivers, mechanics and Transportation staff in the following areas:
 - Be responsible for recruitment and training of all transportation staff

- that include annual in-services and workshops.
- Evaluate transportation staff as per Board policy.
 - Review and approve requests for vacations or leaves and find replacements when required for Transportation staff.
 - Be responsible for the training of bus drivers, determine that length of training, frequency, and topics.
23. Apply all *Public Schools Act* Regulations and Evergreen School Division policies and procedures as described in the administration manual.
 24. Arrange and supervise semi-annual bus evacuation drills and promote school bus safety.
 25. Cooperate with the Principals and other administrative staff to achieve the goals of transportation.
 26. Will participate in ongoing professional learning related to the position.
 27. Together with other Senior Administration staff, work on a sound program of Public Relations and maintain a close liaison with principals, head mechanic, bus drivers and mechanics.
 28. Maintain membership in appropriate professional associations and keep current their knowledge of transportation regulations and apply their knowledge when making recommendations to senior management, professional consultants, contractors and when overseeing the work of others.
 29. Emergency preparedness (Ensure staff and department are equipped to respond to emergencies, and physically responding on site)
 30. Management of insurance requirements for all vehicles
 31. Department policy development (Standard operating procedures)
 32. Oversee Procurement of Transportation related products and equipment.
 33. Stakeholder relations - Acting as transportation department representative when working with external agencies - RCMP, PTU, other School Divisions, community agencies, parents etc.)

SKILLS/QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Problem solving and decision-making aptitude.
- Strong ethics and reliability.

- Strong computer skills and experience working with accounting software, Bus Routing software, Fleet Management applications, GSP Tracking software and Transportation applications, and Microsoft Word and Excel.
- Must be physically able to perform the duties as assigned.
- Must have and maintain a valid Manitoba driver's license.
- Procurement / Purchasing experience.
- Budget control and management
- Supervisor experience
- Project Management skills
- Knowledge of Class 2 Manitoba Driver's License and School Bus Operator's Certificate process

EMPLOYMENT REQUIREMENTS

- Minimum of Undergraduate Degree in a related field
- Minimum of four (4) years management experience, including budget, inventory control, and staff supervision
- Knowledge of Workplace Safety and Health legislation, regulations and procedures
- Knowledge of school bus transportation systems and related industry standards and regulations