
TRANSPORTATION SUPERVISOR

Position

Supervisor of Transportation for the Swan Valley School Division, reporting to the Superintendent.

Role

Through the Superintendent, to supervise the daily operation of the Swan Valley Transportation System, including the safe and efficient management and maintenance of school buses and other Division vehicles. The incumbent is responsible for the annual scheduling of bus routes and the supervision of bus drivers and bus garage employees.

Qualifications

- 1) Proven experience and aptitude in working with transportation systems and personnel.
- 2) A valid Class 2 license, a School Bus Operators certificate and satisfactory driving record.
- 3) Mechanical training and/or experience relevant to motor vehicles and parts, garage procedures and scheduling of personnel and to appropriate inventory control procedures.
- 4) An appreciation for the need to be vigilant and knowledgeable of bus safety requirements as found in the Highway Traffic Act, Public Schools Act and Regulations and Division policy.
- 5) A demonstrated ability to work effectively in a supervisory capacity with employees and to work successfully with the public.

Supervision Received

Reports to the Superintendent through to the Board of Trustees. Performance review, as per job description, to be completed by the Superintendent, after the first year in the position and every four years thereafter.

Responsibilities

1. Provides direction and supervision to all employees in the transportation system inclusive of regular and spare bus drivers and bus garage personnel.
2. To maintain a good working relationship with the Board of Trustees through regular reporting of transportation issues and information at regular Board Meetings and to work with the appropriate Board Committees.
3. To maintain regular communication with the Department of Education, Pupil Transportation Unit and appropriate Highway Safety and Inspection personnel. To be familiar with Provincial Transportation Regulations regarding school buses and recommend and maintain current Division Administrative Procedures consistent with those regulations. Prepare annual estimates and reporting as required by the Department.
4. To establish, subject to Board approval, a Division Transportation Manual which outlines expectations for drivers and safety regulations, as necessary.
5. To annually establish, plan and coordinate bus routes in accordance with Divisional requirements to balance service with efficiency.
 - 5.1 To administer Division Administrative Procedure 701 - Weather related Emergencies.
6. To provide for recruitment, recommendations on selection, placement, supervision and in-servicing of bus drivers as per Provincial and Divisional requirements.
 - 6.1. To conduct selection and interview procedures as per Divisional Administrative Procedure and Collective Agreement.
 - 6.2. To assign bus routes annually in accordance with Division Administrative Procedure and the Collective Agreement with a view to the maximum efficiency of the system.
 - 6.3. To provide for annual in-servicing opportunities for drivers.
 - 6.4. To ensure Provincial and Division student discipline procedures are known and observed by drivers.

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- 6.5. To provide for regular evaluation and supervision of all drivers and to make recommendations regarding the Division's driver "merit" and service recognition programs.
 - 6.6. To organize and administer a regular preventative inspection program.
 7. To be responsible for recommendations on the establishment of planning for the replacement and regular maintenance and upkeep of school buses and other vehicles as assigned.
 - 7.1. To establish and recommend revisions for bus specifications, equipment and supplies, as appropriate.
 - 7.2. To investigate and complete necessary reporting on bus accidents.
 8. To recommend an annual budget for transportation and supervise its implementation in an efficient and responsible manner.
 9. To supervise the effective and efficient operation of the bus garage.
 - 9.1. To recommend the recruitment and selection of necessary garage personnel and, through the garage supervisor, provide for workload scheduling, in-servicing and supervision of garage personnel to ensure an efficient and effective garage operation in support of the transportation system.
 - 9.2. To ensure a schedule of regular preventive and bus maintenance consistent with Provincial and Divisional regulations and procedures.
 - 9.3. To provide for effective garage operations, recordkeeping, and inventory procedures including:
 - 9.3.1 unit and operating costs for work orders and estimating purposes;
 - 9.3.2 requisitions on purchasing of supplies, equipment and parts;
 - 9.3.3 office and maintenance records;
 - 9.3.4 monthly operating reports;
 - 9.3.5 daily, monthly and annual checklists and accumulative financial records;
 - 9.3.6 personnel records;
 - 9.3.7 an inventory procedure which provides for a record of spare parts and equipment and procedure for reordering;
 - 9.3.8 planning for shop equipment and maintenance.

- 9.4. In conjunction with the Maintenance Supervisor to provide for the care and maintenance of the bus garage, facility, grounds and transportation facilities such as fuel tanks, etc.
 - 9.5. To assign buses for extracurricular trips, after approval by the School Principal or Superintendent, in the case of overnight trips, and to schedule buses and drivers as needed. In the administration of this area, the Transportation Supervisor will ensure Division safety and Motor Transport Safety procedures are observed for all such trips.
 - 9.5.1 To maintain a record of extracurricular trips.
 - 9.5.2 To maintain the reporting of costs and charges appropriate to each trip, for the Secretary-Treasurer.
10. Represent management on the Divisional Workplace Safety and Health Committee.
 11. Other tasks, as assigned.