



Transportation Supervisor Job Description

Under the direction of the Superintendent/CEO, the Transportation Supervisor is responsible for all transportation operations in the Division as they pertain to students transported, school bus drivers, and condition of the bus fleet for both division operated and contracted services. The Transportation Supervisor is responsible for the hiring, evaluation, training, orientation, and the assignment of CUPE bus drivers and garage mechanics along with the tendering of contracted bus routes, evaluation of these services, and continuation of these contracts. Finally, it is expected that all bus routes will be designed in a coordinated manner to ensure efficiency while recognizing individual student needs for comfort and safety.

Responsibilities:

1. Planning and designing bus routes so that they are efficient and effective within provincial regulations and division policy.
2. Maintaining accurate records of fuel, maintenance, and general operating expenses of the transportation fleet to ensure expenditures are within the approved transportation budget.
3. Supervising the requests for and availability of buses for educational tours, co-curricular trips, and special needs programming.
4. Investigating school bus accidents, preparing a report, initiating preventative procedures, and ensuring that accidents are promptly reported to the proper authorities and insurance agents.
5. Completes an evaluation of bus drivers and garage mechanic staff and provides recommendations to the Superintendent/CEO as to employment, transfer, termination, promotion, or demotion of staff.
6. Ensures that scheduled preventative maintenance, servicing, and safety inspections are carried out on all buses as required by Park West School Division and provincial regulations.
7. Establishes and maintains the bus garage inventory control program.
8. Handles the preparation and processing of tenders for the purchase of buses, fuel, supplies, and services related to transportation. This also includes the disposition of surplus school buses because of age or route reductions.
9. Serves as a resource to the Superintendent/CEO and Board of Trustees by preparing financial and statistical data required for short and long term planning.
10. Prepares and completes MECY and Divisional transportation reports and forms on a regular basis.
11. Provides annual value estimates for our third-party liability extension policy.
12. Coordinate all warranty related claims as identified either internally or by the manufacturer.
13. Plans and carries out in-service training of staff under his or her supervision and with specific reference to bus drivers, develop and implement approved bus



- operating rules and procedures, safety regulations, and driving standards that ensure adherence to any particular rules and regulations of the province or municipal regulatory bodies.
14. Provide policy/procedure guidance and direction to staff under his or her supervision to ensure that their actions are congruent with approved policy and regulations
 15. Works with the Student Services Coordinator to ensure that URIS training is in place.
 16. Maintains filing system for all equipment, bus routes, and other necessary information.
 17. Perform all other related duties as assigned.

Minimal acceptable qualifications:

1. The supervisory skills and experience, as well as technical ability, aptitude, and background.
2. Comprehensive experience in the operation of a fleet of vehicles and effective coordination of drivers, contractors, and timely operation of buses.
3. High school diploma
4. Possess a demonstrated ability to work well with other employees, the general public, and students.

Additional qualifications:

1. First aid training, CPR, WHMIS, Workplace Safety and Health
2. Valid drivers license
3. Experience with Microsoft office software and knowledge of First Class
4. Supervisory experience.
5. Preference would be given to candidates with bus garage and/or management of a bus fleet.