

#103886

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** SUPERVISOR, TRANSPORTATION

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES:** All Transportation Department Staff

**JOB SUMMARY:** To plan, direct, organize and control the overall transportation function pertaining to the students, internal mail services, and material and equipment in the Division.

**KEY ACCOUNTABILITIES:**

1. To ensure that the transportation of the students is carried out in a safe and efficient manner in accordance with Division policy and the Public Schools Act in order to meet the requirement of the daily instructional program as well as extracurricular activities.
2. To administer the contractual transportation program assigned to private carriers and monitor their compliance with the Public Schools Act, Highway Traffic Act and Division policy including formulating specifications for incorporation to the contractual agreements, providing the purchasing department with contractor performance qualification data, and to approve non-monetary alterations to contractual agreements when requested by contractors and school administrators.
3. To prepare bus routes for all transported students in the Division using manual and computerized routing and rider data base maintenance techniques.
4. To plan, organize, implement and, if required conduct, the School Bus Ridership and Driver Training Programs.
5. To ensure that all Division owned vehicles are kept in proper working condition in accordance with provincial and insurance regulations, schedule repairs and preventative maintenance, and to recommend on costs of upkeep and the purchase and sales of vehicles.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-19**

6. To cooperate with school administrators and others responsible for planning school trips and plans and schedules trips and deliveries using Division equipment when available.
7. To collaborate with school administrators, senior administration and parents when issues of student misbehaviour on buses arise.
8. To complete all reports pertaining to transportation of students required by the Division and by the province.
9. To act as a liaison with parents for complaints and requests.
10. To conduct inservice training for transportation staff.
11. To supervise the movement between or within schools of all concert equipment, supplies and furniture.
12. To coordinate and supervise the operation of the truck and courier services.
13. To prepare and verify time sheets and vehicle fuel and mileage reports.
14. To drive vehicles as required.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Post-secondary training in a related area
- Class 2 Driver's license and valid School Bus Operator Certificate
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

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