

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Transportation Supervisor Job Description

GDAT/R

**Position Title:** Transportation Supervisor

**Reports To:** Secretary-Treasurer

### **Job Purpose and Objectives**

Contribute to the overall goals and objectives of the Rolling River School Division by coordinating, directing and supervising the School Division bus and division vehicle operations including maintenance, repair, and administration.

To provide leadership to the Transportation Department and staff and support the Secretary-Treasurer in the overall management of the Transportation Department.

### **Education**

The minimum education requirement for this position is graduation from Grade 12 and completion of a recognized vehicle mechanics trades program or equivalent.

### **Additional Skills and Training**

#### **Required:**

- Journeyman Mechanic Trades Certificate / Ticket
- Complete set of hand tools
- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing
- Have or successfully complete the School Bus Operators program and obtain and maintain a valid Class 2 Drivers license and a School Bus Operators Certificate within three months of date of hire.
- Have or successfully complete the School Bus Driver Instructor program (Province of Manitoba) within one year of hire.
- Strong technology skills
- Knowledge of workplace health and safety legislation, regulations and procedures.

#### **Preferred:**

- Truck Transport Mechanic Trades Certificate / Ticket
- Current WHMIS training and certification
- Current Class 2 Manitoba Drivers License / School Bus Operator's Certificate/ School Bus Driver Instructor Certificate.
- Vehicle inspection experience and certification as a vehicle Inspector

### **Experience**

A minimum of eight years prior work related vehicle Mechanic experience or equivalent is required.

Prior supervisory experience is preferred.

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## Transportation Supervisor Job Description - continued

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### Key Responsibilities

To plan, direct, coordinate perform and maintain the operations of the Transportation Department.

- 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.
  - Provide division based management of transportation projects including consultant liaison, specifications review, meetings, and progress visits and review,
  - Ensure Division bus and vehicle fleet is maintained in compliance with Board Policy and provincial and Federal legislation / regulation (e.g. Public Schools Act, Highway Traffic Act, etc.)
- Supervision:
  - Supervise the daily operation of the Transportation Department and provide direction on workload management and resolving work related concerns for Mechanics and Bus Drivers.
  - Provide direction to garage staff to plan, schedule and perform vehicle repairs and maintenance activities.
  - Interview, recommend for employment, train and orient new Bus Drivers and Mechanics.
  - Provide performance evaluation for School Bus Drivers as required and as provided for in Division Policy.
  - Recommend employee disciplinary action and dismissal as required.
  - Plan, develop, implement and maintain safe work practices and procedures in the Division Garage in compliance with Workplace Safety and Health legislation.
- Finance, Purchasing and Accounts
  - Prepare the annual Transportation budget in consultation with the Secretary Treasurer.
  - Maintain accurate records and analysis of Transportation Department budget expenditures.
  - Identify and explain discrepancies / variances between transportation budget and actual / projected expenditures to Secretary-Treasurer.
  - Plan, coordinate and perform purchasing of Transportation Department supplies, services and equipment, as per Divisional purchasing policy including tendering of transportation related supplies and services as per Divisional purchasing policy and Provincial legislation/ regulation.
- Administration:
  - 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,
  - Coordinate and manage inventory systems to ensure an accurate and current transportation department materials, supplies and equipment inventory.

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## Transportation Supervisor Job Description - continued

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- Develop, implement, review and revise school bus routes to ensure effective and efficient transportation of students.
  - Monitor weather and road conditions and forecasts and notify the Superintendent of road and weather concerns related to school bus travel.
  - Prepare school bus and division vehicle replacement projections / plans and recommend replacement of school Buses and division vehicles.
  - Develop, prepare and present reports and participate in Board Committees and meetings as requested.
- Communication:
- Effectively communicate information and maintain positive relationships with colleagues, Division staff, school staff, suppliers and administration staff.
  - Operate the radio systems for school buses and division vehicles and maintain a Division bus radio in your home for after hours use as required to maintain effective communication with the Division buses and vehicles.
  - Receive, refer, respond to and resolve inquiries, complaints and requests as required.
  - Develop, implement and communicate safe school bus ridership regulations with schools and assist schools to implement school bus safety programs (e.g. school bus evacuation drills).
  - Coordinate communication to the public of school and bus route cancellations.
- Professional Development:
- Participate in ongoing professional and personal development activities.
  - Maintain active involvement in relevant professional organizations (e.g. Manitoba Association of School Business Officials)
  - Provide relevant professional development opportunities and activities for School Bus Drivers and Mechanics as required under legislation and by personal need.
- Other job-related duties as required and /or assigned by the Secretary-Treasurer.

## COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, take initiative to plan and perform work, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

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**Date Adopted:** Unknown

**Date Revised:** October 19, 2006