



Transportation Manager

Administrative Procedure 2.B.330

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

Legal Reference:

Date Adopted: June 2018

Date Amended:

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 task of the employees of the Division are to honour 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 this position of trust in our public school system.

Under the supervision of the Secretary-Treasurer, the Transportation Manager 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 Education Support Centre team that provides efficient, respectful and effective service within the team as well as service to the division.

RESPONSIBILITIES AND DUTIES

General Administration:

1. 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.
2. Regularly inspect and evaluate the conditions of bus routes, bus stops and bus loops.
3. Maintain knowledge of general road conditions and communicate with bus drivers and/or municipalities regarding specific road concerns.
4. Provide information and recommendations to the Superintendent's Department with cancellation of transportation services in accordance with Division policies.

Finance:

5. Assist with the acquisition and disposal of school buses.
6. Establish and maintain the bus garage inventory control program.
7. 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.
8. Assist the Secretary-Treasurer in the preparation of budget estimates for the Transportation Department.
9. Prepare and complete Manitoba Education and Divisional transportation reports and forms on a regular basis.

Bus Routes-Bus Use

10. Be responsible for scheduling and determining routes, stops, rules, and regulations relative to pupil transportation.
11. Ensure that all student and route information entered in the Division's transportation routing software program (Bus Planner) is up to date and accurate.
12. Verify route distances to be used in the calculations for payroll purposes.
13. Coordinate the availability and use of school buses for field trips and special programs.

Safety:

14. Investigate all requests and complaints and respond according to policy / procedures and the collective agreement.
15. Approve vehicle inspection and certification forms.
16. Maintain current knowledge of provincial laws and regulations regarding transportation of students.
17. 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.
18. 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.
19. In conjunction with the principals, investigate and resolve serious incidents on the school bus.
20. Immediately investigate accidents involving Division school buses, prepare reports and promptly report to authorities. Where possible, initiate procedures to prevent any reoccurrence.

Personnel-Training:

21. Be responsible for recruitment and training of all transportation department employees that include annual in-services and workshops.
22. Evaluate transportation staff as per Board policy.
23. Assume responsibility for the supervision of all transportation staff. Recommend to the Superintendent's Department on the employment, transfer, termination, promotion or demotion of staff. (Could replace 1)
24. Deal with requests for vacations or leaves and find replacements when required.
25. Be responsible for the training of bus drivers. Organize an annual eight-hour minimum in-service program for all regular and spare bus drivers, with a particular emphasis on safety.
26. Apply all Public Schools Act Regulations and Evergreen School Division policies and procedures as described in the administration manual.
27. Arrange and supervise semi-annual bus evacuation drills and promote school bus safety.
28. Co-operate with the Principals and other administrative staff to achieve the goals of transportation.
29. Will participate in ongoing professional learning related to the position.

Related Duties:

30. Together with other Administrative staff, work on a sound program of Public Relations and maintain a close liaison with principals, head mechanic, bus drivers and mechanics.
31. Collect, compile and submit payroll information twice monthly as per Division practices.
32. Maintain membership in appropriate professional associations and keep current his/her knowledge of transportation regulations and apply his/her knowledge when making recommendations to senior management, professional consultants, contractors and when overseeing the work of others.
33. Perform other duties as may be assigned from time to time.

SKILLS/QUALIFICATIONS

- Ability to work unsupervised and as part of a team
- Ability to communicate effectively with people both orally and in writing
- Strong technology skills
- Government Safety Inspection experience and certified by the Province of Manitoba as a Vehicle Inspector

EMPLOYMENT REQUIREMENTS

- Grade 12 Diploma and formal Post Secondary training in a related field (management, transportation, mechanical)
- Minimum of 4 years management experience, including budget, inventory control, and staff evaluations
- Knowledge of Workplace Safety and Health legislation, regulations and procedures
- Current Class 2 Manitoba Driver's License and School Bus Operator's Certificate preferred
- Knowledge of school bus transportation systems and related industry standards and regulations.