

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Supervisor of Transportation Services

REPORTS TO: Directly: Superintendent of Business Administration
Indirectly: Director of Education

Purpose:

The Supervisor of Transportation Services plans, organizes, directs, coordinates, controls and evaluates the operation of the NESD transportation department. The goal is to provide safe and efficient transportation to NESD students as per board operating procedures.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Maintain a valid driver's license
- A diploma or certificate from an accredited and recognized technical institution or university.
- Possessing a CITT designation would be considered an asset
- Minimum of 5 years experience related to transportation and fleet maintenance.
- Minimum of 3 year supervisory experience in the transportation industry
- Possession of a Journeyman Mechanic's qualification would be considered an asset
- Possess a Vehicle Safety Inspection Certificate
- Experience in school bus fleet maintenance or heavy equipment repair
- Related training such as courses in first aid, defensive driving, or heavy equipment operation
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Excellent oral and written communication skills
- Ability to delegate work to staff and provide appropriate supervision to ensure that the quality of work meets requirements.
- Ability and skill to appropriately manage and support technical staff.
- Knowledge in tracking maintenance, defect reporting, maintenance programs and repair history.
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Proven problem solving and independent innovative decision making skills.
- Ability to prioritize multiple demands
- Demonstrated ability to be self-directed, task and goal oriented.
- Ability to work with minimal supervision.
- Ability to lead a team as well as work as a team player.
- Demonstrate skills for planning, scheduling and record keeping of fleet information
- Ability to develop and maintain positive work environment

Supervision of Other Staff:

This position involves the direct supervision of all transportation department staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Supervisor of Transportation Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Communicate with municipalities, parents and the public regarding bus routes, road conditions or staff changes.
- Directs the financial operations of the transportation department. Including budget preparation, RFP's, tenders, purchasing and financial reporting as required for the Transportation Department.
- Oversees all documentation and reporting requirements as defined by NESD and the Ministry of Education.
- Recruits, trains and supervises transportation department staff, in coordination with the human resources department.
- Regular performance evaluation of department staff with complete documentation as required
- Plans, organizes and delivers the annual professional development in-service for drivers and mechanics which includes development and updating of the NESD Bus Driver Handbook
- Maintains the licensing and insurance file on the bus and division fleet vehicles
- Ensure sign off for safety inspections are completed in a timely manner.
- Ensure that Department purchasing follows the guidelines established by the Board.
- Maintain proper inventory procedures, records and stock to effectively manage the transportation department
- Provide analysis of student information, maps and attendance area boundaries as required for system data requirements.
- Develops and updates as required the NESD comprehensive student centered transportation procedures
- Maintain awareness of advancements in diagnostics, equipment, supplies and materials.
- Supervise contractors who may be engaged to perform service work for the Division fleet.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Oversee the operation of all bus routes that includes: scheduling, routing and assigning students
- Co-ordinate new driver recruitment, orientation and training
- Review all driver abstracts and follow up as required
- Communicate with Administrators, parents, department staff, bus drivers and stakeholders regarding bus service for students
- Attend meetings as required by the Superintendent of Business Administration
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- May perform other related duties as assigned by the Superintendent of Business Administration.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should the Supervisor of Transportation Services discuss, in public, information pertaining to a student or staff members. The Supervisor of Transportation Services is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The employee is expected to work independently and as a team member of both the transportation department and school-division staff.

Client/Peer Contact

This position involves working collegially with other department staff and school division staff on a daily basis in support of the goals of the school division.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Supervisor of Transportation Services

The salary grid for the Supervisor is tied to the following grid:

- Supervisor Salary Grid Range 1 (minimum)
- Supervisor Salary Grid Range 2 (Degree)
- Supervisor Salary Grid Range 3 (post graduate)

Approved By:	Dean Biesenthal
Date Approved:	April 2012
Reviewed:	