

---

## **ROLE OF MANAGER – TRANSPORTATION SERVICES**

---

### **Background**

Guided by the Division's vision, mission, beliefs, values, and goals, the Manager – Transportation Services will assist the Managing Director of Facilities and Transportation in fulfilling the general and specific aspects of the role description.

### **Procedures**

The Manager – Transportation Services is directly responsible and accountable to the Managing Director of Facilities and Transportation.

The Manager – Transportation Services will have specific responsibilities for:

1. Transportation Services Leadership
  - 1.1 Provides leadership on all matters related to Transportation Services.
  - 1.2 Develops and maintains positive and effective relations with provincial government departments/ associations, neighboring school authorities and regulatory agencies/ municipalities.
  - 1.3 Ensures compatibility between the student and transportation software databases.
2. Human Resources Management
  - 2.1 Maintains a continual dialogue with bus drivers and other Transportation Services staff to ensure that good performance is recognized and that potential problem areas are identified and resolved, as per AP 415.
  - 2.2 Ensures that bus drivers are maintaining their buses in a safe and clean condition; makes suggestions for improvement.
  - 2.3 Conducts meetings and discusses with bus drivers any proposed changes to Board Policy, Administrative Procedures, or service delivery, or as the need arises.
  - 2.4 Assigns, supervises, evaluates, and recommends retention/termination/suspension of bus drivers.
  - 2.5 Reviews and approves staff timesheet entries.
  - 2.6 Liaises with the Occupational Health and Safety Officer in the development of safety programs and the maintenance of Occupational Health and Safety requirements.
  - 2.7 Provides support for the professional development of bus drivers.
  - 2.8 Provides ongoing training for bus drivers and ensures qualifications and program requirements are being met.
3. Student Wellness
  - 3.1 Provides support for the safe transport of students to and from school and on field trips through transportation provided by the Division.

- 3.2 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe riding environment.
- 3.3 Ensures that, at a minimum, twice yearly school bus evacuations are conducted with students.

#### 4. Transportation Services Management

- 4.1 Devises and implements cost-effective and efficient bus routes; employer work practices and work schedules; and student, driver, and employee codes of conduct, behaviour and discipline.
- 4.2 Ensures Bus Planner is optimized and operating to Division requirements.
- 4.3 In collaboration with the Managing Director, manages overall operations of fleet placement, warranty and record keeping.
- 4.4 Ensures annual renewals of facility operating and inspection certificates.
- 4.5 Manages the ongoing daily operations of Transportation Services staff.
- 4.6 Ensures that necessary supplies and materials are on hand.
- 4.7 In coordination with the mechanics, ensures the efficiency and cleanliness of bus shop operations.
- 4.8 Ensures that adequate student transportation records are maintained, including the mapping program in Bus Planner.
- 4.9 Arranges for parent/staff provided transportation as the need arises.
- 4.10 Arranges for the *School Bus Drivers License Endorsement Program* (S Endorsement) and first aid training for all drivers.
- 4.11 Ensures that accident reports are completed in a timely manner.
- 4.12 Manages and monitors the GPS system.
- 4.13 Prepares reports for the Board including the presentation of appeals.
- 4.14 Prepares download between Bus Planner and SIS.

#### 5. Fiscal Responsibility

- 5.1 Assists the Managing Director of Facilities and Transportation on the development and monitoring of the Transportation budget.
- 5.2 Assists the Managing Director of Facilities and Transportation in preparing specifications and following proper tendering processes for the acquisition of capital equipment.
- 5.3 Demonstrates inventory and purchasing control.
- 5.4 Maintains cost records on all Division vehicles.
- 5.5 Ensures that all bus routes are accurate in kilometres travelled.
- 5.6 Ensures that transportation grant submissions are accurate and timely.
- 5.7 In collaboration with the Secretary-Treasurer and Managing Director of Facilities and Transportation, facilitates contracts and agreements with external agencies.
- 5.8 Ensures all accounts payable are approved prior to release of payment.
- 5.9 In collaboration with the Secretary-Treasurer, processes accident and insurance claims.

- 5.10 Prepares and submits Workers' Compensation Board (WCB) claims.
- 5.11 Operates in a fiscally prudent and responsible manner.
- 6. Policy/Administrative Procedures
  - 6.1 Participates in the planning, development, implementation and evaluation of Board Policies and Administrative Procedures within area of responsibility.
  - 6.2 Ensures the application of Board Policies and Administrative Procedures as required in the performance of duties.
- 7. Organizational Management
  - 7.1 Ensures compliance with all regulatory bodies/agencies (National Safety Code Standards, Commercial Vehicle Inspection Stations, Alberta Infrastructure, Motor Transport).
  - 7.2 Maintains records and completes such forms as are required by legislation.
  - 7.3 Investigates and reports to the appropriate authorities all accidents/incidents involving school buses.
  - 7.4 Handles emergencies and deals with crisis situations in a team-oriented fashion.
- 8. Communications and Community Relations
  - 8.1 Takes appropriate actions to ensure open and transparent internal and external communications are developed and maintained in areas of responsibility.
  - 8.2 Ensures parents, students and staff have a high level of satisfaction with the services provided and with the responsiveness of the Transportation Services department.
  - 8.3 Provides school bus transportation information to the public; manages school bus route status on Division website.
  - 8.4 Responds promptly and objectively to complaints/concerns received from parents, general public, principals, elected representatives, students and bus drivers and at all times acts in a manner that will enhance public relations and confidence in the Division transportation system.
  - 8.5 Devises and implements effective student/parent complaints and adjudication processes.
  - 8.6 Manages transportation requests in regards to policies and appeals (e.g. walk limits, yard service, school of choice and special needs transportation).
- 9. Managing Director of Facilities and Transportation Relations
  - 9.1 Establishes and maintains positive, professional working relations with the Managing Director of Facilities and Transportation.
  - 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board Policy and encourages staff to do the same.
  - 9.3 Provides the information the Managing Director of Facilities and Transportation requires to perform their role in an exemplary fashion.
  - 9.4 Handles other duties as assigned by the Managing Director of Facilities and Transportation.

## 10. Superintendent and Senior Administration Relations

- 10.1 Establishes and maintains positive, professional working relations with the Superintendent and Senior Administration.
- 10.2 Respects and honours the Superintendent and Senior Administration Roles and Responsibilities.
- 10.3 Provides information, which the Superintendent and Senior Administration requires, to perform their roles in an exemplary fashion.

## 11. Leadership Practices

- 11.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Managing Director of Facilities and Transportation's expectations.
- 11.2 Exhibits a high level of personal, professional and organizational integrity.
- 11.3 Maintains a valid Class 2 License with S endorsement.
- 11.4 Maintains a valid first aid certificate.
- 11.5 Develops and implements a personal professional growth plan for their ongoing professional improvement.

## 12. Other Duties and Obligations

- 12.1 Performs other duties and obligations as assigned by the Superintendent.

References: Section 11,33,52,53,68,196,197,204,222,225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Traffic Safety Act  
School Bus Operation Regulation  
Student Transportation Regulation  
National Safety Code (Canada)  
Funding Manual for School Authorities

Approved: November 2005

Amended: June 20, 2007; March 21, 2018; July 1, 2018; July 3, 2020; November 13, 2020