

473 TRANSPORTATION MANAGER

Identifying Information

Position Title:	Transportation Manager
Classification Title:	Support Staff
Department:	Transportation / Central Office
Reports to:	Secretary Treasurer
Position Supervises:	Assistant Transportation Manager, Transportation Office Assistant and Bus Drivers

Position Summary

Responsible for the implementation and coordination of Division policies, government statutes and regulations as related to Transportation function. Responsible for the safe and economical transportation of students to and from school and the administration and overall supervision of school bus drivers, school bus routes and maintenance of the fleet.

Qualifications

1. Minimum 5 years experience in Student Transportation or related sector.
2. Minimum 2 years supervisory experience.
3. School Bus Safety Program - 2S MELT Driving Instructor/Evaluator.
4. Training in student transportation management, instructional techniques, accident investigation and prevention, and fleet management.
5. Alberta Class 2 Driver's Licence and Alberta "S" Endorsement Certification.

Major Duties and Responsibilities

Student Transportation Leadership

1. Ensures that the Division's Transportation system operates bus routes within the Division according to Alberta Education regulations and the Board's Administrative Procedures.
2. The safe and efficient transportation of students to and from Divisional schools.
3. The safety, welfare and conduct of students while on their way to or from school on transportation provided by the Division.
4. Works cooperatively with schools to ensure coordination of bus services and communicates with school administration to promote student safety and well-being.
5. Coordinating all transportation requirements related to regular curricular activities, field trips, and extra-curricular community/business trips.
6. Awareness programs delivered to students on school bus safety and bus evacuation.
7. Ensures that buses are properly maintained according to the established Provincial and Federal regulations.
8. Liaises with Alberta Education in matters related to the grant claims and statistical purposes.
9. Liaises with members of the general public and responds to all complaints and enquiries relating to student transportation.
10. Oversees the training for drivers ensuring bus drivers are properly and adequately trained including 2 S MELT and valid "S" endorsement.

Financial Leadership

1. Accountable for planning, developing, reporting and monitoring the Transportation Services budget.
2. Facilitates all required reporting for Alberta Education and Alberta Transportation.
3. The condition of all Divisional Transportation Equipment, ensuring equipment meets the safety regulations governing its operation; the condition of other physical assets related to transportation operations including safety, cleanliness and security.

4. The acquisition and modification of all physical assets relating to Divisional transportation.

Administration Leadership

1. Recruits and evaluates Transportation Services personnel, including drivers and support staff.

System Leadership

1. Provides quality leadership.
2. Provides leadership to ensure quality student transportation services that adheres to the Division's Administrative Procedures.
3. Establishes team goals, provides meaningful performance measures to evaluate progress, motivates and mentors staff.
4. Facilitates the constructive resolution of conflict within the department to foster positive relations.
5. Cultivates and models respect, professional learning and ethical leadership.
6. Exploring new ways to utilize the fleet for revenue or educational purposes.
7. Other duties as assigned by the Secretary-Treasurer or the Superintendent of Schools.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety ActTraffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation

History

Developed: August 2003
Amended: September 2020