

POSITION TITLE:

SUPERVISOR OF TRANSPORTATION

Reports to: CHIEF FINANCIAL OFFICER

Function/Purpose:

To provide leadership and oversight of the transportation department to facilitate the safe and efficient transportation of students.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- A recognized post-secondary Certificate, Diploma or Degree or equivalent post-secondary education in a related area as approved by the Division would be considered an asset.
- Other related training or experience would be an asset.

Required Skills and Abilities:

- Demonstrated capability and performance in the areas of:
- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision:

This position provides supervision and evaluation of all employees in the transportation department.

Duties and Responsibilities:

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

- Overall supervision of the operation and design of the system's bus routes (actual length and plan of each route).
- Hire and supervise all driver employees, bus contractors and support personnel.
- Supervise all shop operations.
- Purchase all required supplies and parts.
- Tendering and purchasing of all buses.
- Inservice requirements for drivers and mechanics.
- Tender all fuel contracts.
- Coordinate bus requirements and drivers for field trips.
- Resolve parental concerns.

- Act as the system's liaison with Saskatchewan Government Insurance and the Ministry of Education.
- Promote safety initiatives.
- Compose reports and letters relating to transportation issues.
- Develop and update from time to time, safety handbooks which outline student and bus driver responsibilities.
- Assist with the preparation of the transportation budget.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned relating to the Transportation Department.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Supervisor is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a "need to know" basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - The Supervisor is expected to work independently, take initiative and work with minimal supervision.
- Working Jointly with Other Staff on Common Assignments to Tasks
 - This position involves working jointly with other staff and administrators on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007