

ROLE OF DIRECTOR OF TRANSPORTATION

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Director of Transportation will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Director of Transportation is directly responsible and accountable to the Superintendent.

Procedures

The Director of Transportation 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.
- 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/staff any proposed changes to Board policy, administrative procedures, or service delivery, or as the need arises.
- 2.4. Maintains all records necessary for the purpose of input documentation for the Payroll Department personnel.
- 2.5. Assigns, supervises, evaluates, and recommends retention/termination/suspension of bus drivers, mechanics, and other Transportation Services staff.
- 2.6. Liaises with the Occupational Health and Safety Coordinator in the development of safety programs and the maintenance of Occupational Health and Safety requirements.
- 2.7. Provides support for the professional development of Transportation Services staff, including mechanics and 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 HPSD.
- 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, once 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 the routing program is optimized and operating to HPSD requirements.
- 4.3. Manages overall operations of the mechanical technicians, 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 routing program.
- 4.9. Assists in parent/staff provided transportation as the need arises.
- 4.10. Arranges for Entry Level Driver Training, School Bus Driver Improvement Program ("S" Endorsement) and first aid training for all drivers.
- 4.11. Works with the Safety Coordinator to ensure that accident reports are completed in a timely manner.
- 4.12. Manages and monitors the GPS/ELD system.
- 4.13. Prepares reports for the Board including the presentation of appeals.
- 4.14. Prepares download between VersaTrans and SIS.

5. Fiscal Responsibility

- 5.1. Assists the Superintendent in the monitoring of the Transportation budget.
- 5.2. Assists the Superintendent or prepares specifications and follows proper tendering processes for the acquisition of capital equipment.
- 5.3. Demonstrates inventory and purchasing control.
- 5.4. Maintains cost records on all HPSD 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. Ensures all accounts payable are approved prior to release of payment.
- 5.8. Initiates accident and insurance claims.
- 5.9. Initiates Workers' Compensation Board (WCB) claims.
- 5.10. 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.
- 6.3. Liaises with principals to review Board policies and administrative procedures related to Transportation Services.

7. Organizational Management

- 7.1. Ensures compliance with all regulatory bodies/agencies (NSC, CVIS, Alberta Infrastructure, Alberta Transportation).
- 7.2. Maintains records and completes such forms as are required by legislation.
- 7.3. Initiates reports to the appropriate authorities on 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 the HPSD website.
- 8.4. Responds promptly and objectively to complaints/concerns received from parents, 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 HPSD transportation system.
- 8.5. Devises and implements effective student/parent complaints and adjudication processes.
- 8.6. Manages transportation requests regarding policies and appeals (e.g., walk limits, yard service, school of choice and special needs transportation).

9. Superintendent Relations

- 9.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 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 Superintendent requires to perform their role in an exemplary fashion.
- 9.4. Handles other duties as assigned by the Superintendent.

10. Leadership Practices

- 10.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 10.2. Exhibits a high level of personal, professional, and organizational integrity.
- 10.3. Maintains a valid first aid certificate.

HPSD Appendices

[Appendix 457A – Performance Assessment Guide \(PAG\) for Director of Transportation](#)

References

Education Act Sections 11, 33, 52, 53, 59, 59.1, 68, 196, 197, 222, 225

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

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Reviewed: