

ADMINISTRATIVE PROCEDURE NO. 453**THE ROLE OF THE TRANSPORTATION SUPERVISOR****Background**

This position reports directly to the Supervisor of Support Services and is responsible for the overall administration of all student transportation for the Division.

Performance Responsibilities

1. The duties for both urban and rural transportation shall be:
 - a. Supervision of the operation of school buses and school bus routes, which includes:
 - i. student conduct;
 - ii. parent communication;
 - iii. procedures for school bus drivers;
 - iv. general condition of school buses;
 - v. route planning and organization, including the operation of the electronic school bus routing system (Versatrans); and
 - vi. adherence to timetables, route maps, provincial and local policies, regulations and by-laws.
 - b. Liaison with the principals of all schools with respect to transportation;
 - c. Liaison with the Superintendent regarding the cancellation of bus service during inclement weather;
 - d. Ensure that all buses are properly maintained and in possession of a current semi-annual inspection certificate, in accordance with the C.V.S.A. (Canadian Vehicle Standards Association);
 - e. Investigate and report all accidents to the Supervisor of Support Services;
 - f. Investigate and document all complaints related to busing;
 - g. Confirm the eligible student load for each bus;

- h. Monitor/Supervise the school bus drivers' routine driving monthly or more frequently if deemed necessary;
 - i. Hiring of bus drivers;
 - j. Discipline bus drivers using the following positive discipline procedures:
 - Step 1 – Coach and counsel,
 - Step 2 – Letter placed on personnel file,
 - Step 3 – Letter, with copy to Supervisor of Support Services, giving the driver a day with pay to consider whether the driver wishes to remain with the Division, and
 - k. Organize/Administer Bus Safety Program
2. For city transit, the Transportation Supervisor shall act as the Division's liaison with the City of Red Deer Transit Department.
 3. The Transportation Supervisor shall provide routing information for all special needs students and coordinate all special needs vehicles such as handi vans, taxis and the Parkland School.
 4. The Transportation Supervisor shall:
 - a. Ensure that all Division vans are in possession of a current semi-annual inspection certificate;
 - b. Maintain vans to ensure safety of students and drivers; and
 - c. Report all accidents involving Division vans to school principals and the Supervisor of Support Services.
 5. The Transportation Supervisor shall prepare the Alberta Learning Transportation Grant submissions in conjunction with the Supervisor of Support Services.
 6. The Transportation Supervisor shall be responsible for budget preparation for submission to the Supervisor of Support Services.
 7. Other duties to be assigned by the Supervisor of Support Services.