

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **TRANSPORTATION SUPERVISOR / SAFETY OFFICER**

**Reviewed: Sept 23, 2019**

**Policy Reference: EL-1.2**

##### **Transportation Supervisor**

Under the direction and supervision of the Director of Operations and Infrastructure, the Transportation Supervisor shall be responsible for supervising the operation and administration of the school bus transportation system with particular emphasis on safe and efficient operations. Must have, or be willing to obtain, a Class 2 driver's license with a school bus endorsement and a Provincial School Bus Driver Instructor Certificate.

##### **Safety Officer**

The Safety Officer will manage the Lakeshore School Divisions safety program to ensure that staff and students have a safe environment to work and learn in.

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Training and supervision of transportation staff**

- 1.1 Recruit and hire bus drivers and mechanics as needed to provide adequate staffing to run a safe and efficient system.
- 1.2 Ensure that all bus drivers and bus mechanics are adequately trained and have proper credentials.
- 1.3 Conduct or arrange for annual in-services for bus drivers and mechanics.
- 1.4 Train bus drivers in proper driving techniques and pre-trip inspection procedures to ensure the buses are kept in safe mechanical condition and operated as economically as possible.
- 1.5 Advise drivers of, and monitor their adherence to, all provincial, Department of Highways and School Board regulations.
- 1.6 Evaluate bus driver performance on a rotational schedule and ensure all drivers are evaluated every five years.
- 1.7 Carry out corrective and disciplinary measures in accordance with divisional and union procedures.
- 1.8 Check periodically that bus loading times and procedures are followed.

##### **2.0 Supervise the Operation and Maintenance of the Bus fleet**

- 2.1 Maintain the Safety Fitness program for MPI
  - Ensure drivers are complete and submit the required documentation.
    - o Driver daily logs
    - o Professional Logbook entries for trips over 160 KM
    - o School bus pre-trip inspections logs

- Ensure garage follow the preventative maintenance program and submit paperwork for filing.
  - o Complete repairs listed in the pre-trip inspections log and sign off when deficiencies are noted.
  - o Vehicle safeties must be completed every 6 months and the certificates filed.
  - o 3500 KM inspections must be completed on time and paperwork filed.
- 2.3 Monitor operating costs of units and advise the Director of Operations and Infrastructure when repair costs reach the point where replacement is required.
- 2.4 Tender fuel and oil requirements for bus fleet on an annual basis.
- 2.5 Investigate any instances of vehicle abuse or excessive breakdown of buses, implement remedial action.
- 2.6 Maintain the Geo Ref GPS computer system to ensure the preventative maintenance schedule is completed at the correct mileages and intervals.

### **3.0 Supervision of school bus routes**

- 3.1 Maintain the Bus Planner computer program to update the addition or deletion of students on routes.
- 2.3 Assess routes and suggest additions or deletions of routes to the Director of Operations and Infrastructure when needed.
- 2.5 Maintain the bus camera systems and use computer software to provide footage for Principals as required for evaluating passengers' behaviour 'en route'.
- 2.6 Monitor routes and ensure all transported students qualify for transportation.
- 2.7 Address parent/guardian concerns about routing.
- 2.8 Ensure that all relevant regulations, procedures, and legislation are being followed.

### **3.0 Ensure safe operation of Busses**

- 3.1 Access winter road conditions and ensure that it is safe to transport students. Report these findings to the Director of Operations and Infrastructure.
- 3.2 Work with Principals and/or Bus Drivers to address safety concerns (i.e. loading zones, unruly passenger behaviour, road conditions).
- 3.3 Ensure monitoring of two-way radios to assist Bus Drivers.

### **4.0 Workplace Safety and Health**

- 4.1 Supervise the safety program for Lakeshore School Division
- 4.2 Organize and maintain workplace safety committees in schools
- 4.3 Develop, implement and maintain safe work procedures for the division and schools
- 4.4 Guide and provide training for Workplace Safety and Health Committees across the school division.
- 4.5 Manage the MSDS software library and ensure schools and garages are complying.
- 4.6 Facilitate staff training in WHMIS.

## **5.0 General Requirements**

- 5.1 Remain current on new relevant legislation.
- 5.2 Review and update school division policies and procedures pertaining to safety and health and transportation.
- 5.3 Other related duties as assigned