

TRANSPORTATION DEPARTMENT RESPONSIBILITIES AND DUTIES

- 1.0 Maintain records related to all bus routes: route maps, passenger manifests, route schedules, operating costs, driver forms and information package, etc.
- 2.0 Maintain records as required by Manitoba Education and Training: monthly accident reports, annual bus route reports.
- 3.0 Reconcile September 30th transportation data to school enrolment records.
- 4.0 Maintain schedule of extra curricular transportation costs by school.
- 5.0 Maintain and systematically review records related to bus drivers: first aid certification, medical records, driver abstracts, child abuse registry checks, criminal record checks, bus safety inspection records, evaluations, professional development, driver license, intent forms, certification numbers.
- 6.0 Maintain records related to bus fleet: serial number listing, route assignments, record of service runs, annual kilometre report.
- 7.0 Assist supervisor in organization of bus driver in-services.
- 8.0 Provide clerical support related to driver evaluations, department audits, transportation committee meetings, and policy development.
- 9.0 General data and work-processing, as required.
- 10.0 Prepare and place approved advertisements, as required (employment, fuel tenders, sale of surplus buses)
- 11.0 Assemble, proof, photocopy and distribute correspondence, minutes and reports.
- 12.0 Maintain inventory of shop tools.
- 13.0 Maintain substitute list (spare drivers)
- 14.0 Perform other job-related responsibilities as assigned.