

[Policy Home](#)[Section G Index](#)**Duties of Transportation Supervisor**

The Transportation Supervisor is responsible for the daily transportation of students and operation of the fleet of school buses in a safe, efficient and economical manner. The incumbent is responsible for the general and technical program of fleet maintenance and operation. The Transportation Supervisor is under the direction of the Secretary Treasurer and is responsible to the Board through the Secretary Treasurer.

The Transportation Supervisor shall:

1. Be responsible for recommending the establishment, supervision, and maintenance and modernization of buses and equipment as needed.
2. Work cooperatively with administrative teaching and non-teaching staff toward the attainment of Division goals.
3. Establish and recommend revisions for equipment, and supplies.
4. Attend all Transportation/Maintenance Committee meetings and meetings of the Board where required except where his/her own tenure, salary or efficiency are under consideration.
5. Make recommendations with regard to the operation of facilities.
6. Establish and maintain an inventory of spare parts and equipment.
7. In consultation with the Transportation/Maintenance Committee be responsible for developing a transportation budget proposal.
8. Be responsible for the day to day operation of the Bus garage.
9. Carry out an inspection program as determined by regulation.
10. Evaluate mechanics and bus drivers as per policy manual and, in conjunction with the Transportation Committee, interview and recommend for employment, new drivers, driver-mechanics, and mechanics as per Staff Selection and Recruitment Policy.
11. In conjunction with the Transportation/Maintenance Committee, be responsible for the purchase of materials, supplies, equipment, etc. within Board guidelines and budgetary limits.
12. Prepare annual department estimates and other statistical and cost data as required.
13. Establish and maintain unit and operating costs for work orders and estimating purposes.
14. Maintain records necessary for the efficient operation of the school division.

15. Bus Routes:
 - a) Shall annually re-assess Division routes to provide the most effective student transportation.
 - b) Shall report route changes monthly to Transportation/Maintenance Committee.

 16. Ensure the receipt and documentation of all bus drivers' qualifications with respect to medical certificates, bus drivers' licences and certificates and any other qualifying documents as may be required from time to time by the Board, the Department of Education, the Motor Vehicle Branch, or any other regulating body.

 17. Maintain close liaison and co-operation with the principals, public, the Board office, civic personnel and his/her own staff.

 18. Perform other such duties as may be assigned.
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