

475 ASSISTANT MANAGER OF TRANSPORTATION

Identifying Information

Position Title:	Assistant Manager of Transportation
Classification Title:	Support Staff
Department:	Transportation / Central Office
Reports to:	Manager of Transportation
Position Supervises:	Transportation Office Assistant and Bus Drivers

Role

The Assistant Supervisor of Transportation provides support to the Supervisor in all areas of responsibility and duties assigned to the Department of Transportation.

Duties

Reporting directly to the Supervisor of Transportation, the Assistant Supervisor of Transportation performs the following duties:

1. Assists the Supervisor in facilitating the efficient operation of the school transportation system and the driver education program.
 - a. Maintains and supervises the scheduling and routing of buses.
 - b. Coordinates with principals and teachers in areas affecting school transportation.
 - c. Promotes an active safety program for pupils, including proper emergency and evacuation drills.
 - d. Assists during bus inspections, and conducts informal inspections at random of equipment and conditions.
 - e. Assists in the preparation of specifications for bids on new equipment.

- f. Assists in the preparation of financial budgets, contract, requisitions, and bus driver salaries.
 - g. Ensure that the transportation department adheres to the National Safety Code.
 - h. Assist/Deliver in delivering the 2S MELT driver training program.
2. Performs other duties as assigned by the Supervisor of Transportation including:
- a. Front-end reception
 - b. Filing and record keeping
 - c. Assisting with the day-to-day needs of the driving staff.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Traffic Safety Act
Student Transportation Regulation
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: September 2020