



TRANSPORTATION SUPERVISOR

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Director of Operations, the Transportation Supervisor oversees the operations of the District's Transportation Department. The position is accountable for safe operations including student safety, ensuring vehicles are maintained in a safe condition, safe handling of vehicles, and responding to emergency situations. The Transportation Supervisor is responsible for providing professional recommendations to the District Superintendent through the Director of Operations relating to the safe operations of school buses in inclement weather. Duties may include driving a bus route during periods of unplanned staffing shortages.

SPECIFIC RESPONSIBILITIES

- Dispatches and schedules school bus drivers.
- Responds to in-field breakdowns in all conditions throughout the school year.
- Carries out all aspects of maintenance and bus driving work.
- Cleaning of and minor maintenance of buses.
- Undertakes maintenance and repairs of District fleet assets as needed.
- Orders and purchases supplies and maintains inventory control.
- Develops specifications for vehicle ordering and in consultation with the Director of Operations, manages the buying and selling of district buses, district equipment, and other department fleet vehicles.
- Coordinates licensing and assignment of vehicles.
- Acts as a subject matter expert in the maintenance and operation of district fleet equipment.
- Inspects contractors' work, provides on-site instructions and certifies work completion.
- Demonstrates proper technique of Operator's daily and/or weekly maintenance tasks.
- Supervises and directs transportation staff including mechanics.
- Assists with hiring process and trains new staff on department policies and procedures.
- Establishes policies and procedures for Transportation operations.
- Works from oral and/or written instruction and to established procedures.
- Provides performance feedback and assists the Director of Operations in evaluation of assigned staff.
- Assists with the security of facilities such as reviewing security camera footage on premises or on buses.

SPECIFIC RESPONSIBILITIES

- Ensures a safe environment for students on the bus and reports unsafe conditions.
- Ensures all district buses, vehicles, and equipment are maintained in a safe condition.
- Practices good driving habits and defensive driving.
- Provides safe vehicle driver training to employees and evaluates driving performance.
- Assists with accident and injury investigations including implementing safety recommendations.
- Responds to emergency situations as required.
- Maintains positive working relationship with school administration, parents, staff, and students.
- Maintains positive working relationship with all District fleet users and operators.
- Performs other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Possess a valid BC TQ ticket and/or valid inter-provincial TQ ticket as a heavy-duty mechanic, commercial transport mechanic or an automotive mechanic with experience in bus maintenance.
- Possess a current valid BC Drivers' License, Class 2 with airbrake endorsement.
- Thorough knowledge of the BC Motor Vehicle Act and CVSE Regulation.
- Comprehensive understanding of bus driving functions, procedures, and equipment.
- Minimum of five years of recent experience in the bus or commercial driving industry.
- Two years of recent experience in a supervisory role.
- Ability to organize the work including the planning and scheduling of driving and prioritizing maintenance and repair of all District vehicles.
- Ability to speak, read, and write English.
- Be physically capable of performing all facets of bus driving and mechanical repair.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Possess a valid BC Trades Qualification and/or valid inter-provincial TQ ticket as a heavy-duty mechanic, commercial transport mechanic or an automotive mechanic with experience in bus maintenance.
- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Commercial Vehicle Inspector certification preferred.
- Possess, maintain, and provide as needed a clean Driver's Abstract.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- A clear Criminal Record Check to be updated every five years.
- Grade 12 Diploma preferred.

RELATIONSHIPS

- Maintains positive relationships with transportation department employees, school administration, parents, and staff.
- Liaises and works in cooperation with internal departments and members of District's management staff.
- Liaises and coordinates with external service providers and contractors.
- Maintains a positive working relationship with all District Fleet operators.

REPORTING STRUCTURE

- Reports to Director of Operations.
- Accepts direction from School Administrators regarding student care and conduct.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement. This position is paid a Department Head Allowance in accordance with Article 25.04.