

**ROLE OF THE TRANSPORTATION SUPERVISOR**

**Background**

The Transportation Supervisor is delegated the authority to implement policies and procedures that will ensure the operation of an efficient, effective and safe school bus transportation system.

**Procedures**

The Transportation Supervisor shall:

1. Oversee the school bus transportation program for the Division.
2. Monitor all bus routes and implement changes that will improve the effectiveness of the routes.
3. Mediate parent concerns in regard to bus routes and the operation of buses.
4. Supervise Division employed bus drivers.
5. Liaise with Division Bus Contractors.
6. Implement the procedures outlined in Administrative Procedure 550 – Transportation of Students.
7. Provide for 'S' endorsement training.
8. Manage the annual inspection process.
9. Develop a department budget for consideration in the Division's annual budget.
10. Carry out other duties as assigned from time to time by the Secretary-Treasurer.

Reference: Section 60, 61, 117, School Act