

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

DIRECTOR OF TRANSPORTATION

1. **Position Summary**

Under the general direction of the Superintendent and Secretary Treasurer, direct the entire operations of the Transportation Department.

2. **Duties**

(a) **Office Management**

- Supervise office, garage and transportation operations for the division.
- Coordinate transportation needs and office management.
- Plan bus routes, assign bus drivers, approve and arrange field trip events.
- Approve purchase orders, payment of invoices and administer petty cash fund.
- Prepare the annual transportation budget.
- Negotiate for the acquisition of fleet vehicles, bus equipment and arrange for the purchase of bus safety equipment.
- Prepare statistical reports for the Public Schools Finance Board.

(b) **Personnel Management**

- Recommend hiring, suspension and/or dismissal of transportation personnel.
- Resolve personnel administration problems including staffing, union-related issues and conflicts between students and transportation staff.
- Plan, coordinate and conduct training and safety sessions.

2. **Duties**

(c) **Equipment Management**

- Monitor working conditions of new buses and equipment for warranty purposes.
- Oversee the safety inspection of all transportation equipment.

3. **Education**

- Grade XII.
- Class II valid Manitoba Driver's License.
- School Bus Driver's Certificate.
- First Aid Certificate.
- Knowledge of mechanics' duties.

4. **Experience**

- 5 years experience in people transportation, experience in business and personnel management and strong communication skills.

5. **Physical Demands**

- Mental concentration.

6. **Working Conditions**

- Conflicting demands and constant interruptions.