



TRANSPORTATION MANAGER

Areas of assigned responsibility: safe and efficient student transportation and fleet vehicle maintenance. The Transportation Manager reports directly to the Assistant Superintendent of Business Administration.

The Transportation Manager is assigned the following specific areas of responsibilities:

1. Student Welfare

Role Expectations:

- RE 1.1 Ensure student transportation is provided with due regard for safety, reasonable access to educational opportunities, fiscal responsibility, efficiencies of time.

Quality Indicators relative to student well-being:

- QI 1.1 Regular actions are taken to ensure busses are maintained and operated in a safe manner including but not limited to SGI vehicle standards inspection, student evacuation drills, annual bus driver evaluation and certification, and driver compliance with SGI requirements.
- QI 1.2 Provides an analysis and/or investigation of incident reports related to student discipline, injuries or insurance claims while riding on Division transportation.
- QI 1.3 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board in areas of responsibility.
- RE 2.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures in areas of responsibility.

- RE 2.3 Assists the Assistant Superintendent of Business Administration to ensure insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Approves all driver route summary reports to ensure drivers are paid in accordance with collective bargaining agreements or out of scope pay grids.
- QI 2.2 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 2.3 Ensures all vehicles have required licensing.
- QI 2.4 Ensures fleet summary information required for the Marsh Insurance Program is provided to the Deputy Director of Corporate Services
- QI 2.5 Ensures tenders for purchasing are conducted in accordance with legislative requirements and Division direction in areas of responsibility.

3. Personnel Management

Role Expectations:

- RE 3.1 Facilitate the selection of staff within areas of assigned responsibility.
- RE 3.2 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability in areas of assigned responsibility.

Quality Indicators relative to personnel management:

- QI 3.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented in areas of assigned responsibility.
- QI 3.2 The Transportation Manager models a commitment to personal and professional growth.
- QI 3.3 The Transportation Manager ensures required training and compliance relative to OHS in areas of assigned responsibility.
- QI 3.4 The Transportation Manager models high ethical standards of conduct.
- QI 3.5 The Transportation Manager implements assigned personnel related administrative procedures (section 400 of the AP manual).

4. Policy and Administrative Procedures

Role Expectations:

- RE 4.1 Implements relevant Board policy and assigned administrative procedures with integrity in a timely fashion.
- RE 4.2 Providing the information and administrative support to the transportation committee which it requires to perform its role for the Board.

Quality Indicators relative to policy role:

- QI 4.1 The Transportation Manager demonstrates a knowledge of and respect for the role of the Board in policy processes.
- QI 4.2 The Transportation Manager makes timely recommendations to the Assistant Superintendent of Business Administration regarding administrative procedures in areas of assigned responsibility.
- QI 4.3 The Transportation Manager assists the Assistant Superintendent of Business Administration with ensuring administrative procedures are in compliance with the intent of Board Policy and are kept current.

5. Transportation Manager / Assistant Superintendent of Business Administration Relations

Role Expectations:

- RE 5.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent of Business Administration.
- RE 5.2 Assist the Assistant Superintendent of Business Administration in facilitating the implementation of the Assistant Superintendent of Business Administration's roles and responsibilities in relation to transportation.
- RE 5.3 Assist the Assistant Superintendent of Business Administration in providing the information which the Board requires to perform its role.

Quality Indicators relative to Transportation Manager / Assistant Superintendent of Business Administration relations:

- QI 5.1 Proposed submissions to the Board Agenda are made to the Assistant Superintendent of Business Administration in a timely comprehensive manner and in accordance with the prescribed format. Such submissions shall contain balanced, sufficient, concise information and where appropriate, clear recommendations. The Transportation Manager has responsibility for preparing the draft transportation accountability report as assigned by the Assistant Superintendent of Business Administration.

- QI 5.2 The Transportation Manager keeps the Assistant Superintendent of Business Administration informed about Division operations within areas of assigned responsibility.
- QI 5.3 The Transportation Manager interacts with the Assistant Superintendent of Business Administration in an open, honest proactive and professional manner.
- QI 5.4 The Transportation Manager contributes positively to the effectiveness of Administrative Council and Corporate Services meetings.
- QI 5.5 The Transportation Manager implements Assistant Superintendent of Business Administration directions with integrity in a timely fashion, in order for the Assistant Superintendent of Business Administration to perform her duties in an exemplary fashion.

6. Strategic Planning & Reporting

Role Expectations:

- RE 6.1 Supports the strategic planning process in areas of assigned responsibility.
- RE 6.2 Implements plans as approved in areas of assigned responsibility.
- RE 6.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

- QI 6.1 Provides the Assistant Superintendent of Business Administration with the budget and priorities according to a timeline which ensures the Board's ability to provide direction.
- QI 6.2 Provides timely Provincial and Division fiscal information, opportunities and challenges to the Assistant Superintendent of Business Administration.
- QI 6.2 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 6.3 Reports at least annually on results achieved within areas of assigned responsibility.

7. Organizational Management

Role Expectations:

- RE 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.

- RE 7.2 Establish and maintain an effective record management system within areas of responsibility.

Quality Indicators relative to organizational management:

- QI 7.1 Ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.
- QI 7.3 Annually assesses and reports on disposal of records in accordance with established guidelines.

8. Communications and Community Relations

Role Expectations:

- RE 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 8.1 Represents the Division in a positive, professional manner.
- QI 8.2 Manages conflict effectively.
- QI 8.3 Interacts with SGI officials in a productive manner resulting in a positive professional working relationship between the Division and SGI.
- QI 8.4 Interacts with partner organizations in a productive manner resulting in a positive professional working relationship between the Division and those partners.
- QI 8.5 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

9. Leadership Practices

Role Expectations:

- RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices:

- QI 9.1 Provides clear direction.
- QI 9.2 Provides effective leadership.

- QI 9.3 Establishes and maintains positive, professional working relationships with staff.
- QI 9.4 Unites direct reports toward providing the Division transportation services in a safe, efficient and effective manner.
- QI 9.5 Demonstrates a high commitment to the needs of students.
- QI 9.6 I trust the Transportation Manager.
- QI 9.7 Empowers others.
- QI 9.8 Effectively solves problems.

Note: Direct reports (excluding bus drivers) and Principals selected by the Assistant Superintendent of Business Administration will be interviewed commencing the 2017-2018 evaluation.

Note: Leadership practices may be examined upon the direction of the Assistant Superintendent of Business Administration. Normally leadership practices are self-monitored by the Transportation Manager.

Updated April 2017, May 2017