

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: The Supervisor of Transportation and Student Transportation

Policy Type: Transportation

Number: 6050

Date Approved: November 28, 2005

Legal Reference:

The Board of Education believes that the safety, efficiency and effectiveness of the Division's transportation system can best be accomplished through the provision of the services of a Supervisor of Transportation.

Guidelines:

1. The Supervisor of Transportation shall have operational responsibility for all aspects of student transportation in the Division including transportation personnel, the Division bus fleet, garage operations and contract transportation services.
2. It will be the responsibility of the Supervisor of Transportation to make recommendations on the employment, placement, suspension and termination of all bus drivers, substitute bus drivers and garage staff in the transportation department.
3. It will be the responsibility of the Supervisor of Transportation to provide ongoing training, inservice, and evaluation to all employees of the transportation department to ensure the adherence to the statutes and regulations in *The Saskatchewan Vehicle, The Education Act, 1995* and the policies of the Board of Education.
4. It will be the responsibility of the Supervisor of Transportation to work closely with the Director of Education, Superintendents, principals, bus drivers and parents to resolve disputes between parents and bus drivers and to aid bus drivers and principals in dealing with student discipline problems on the bus.
5. The Supervisor of Transportation will complete an evaluation of all employees in the Transportation Department on a regular basis.

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ADMINISTRATIVE PROCEDURES

1. The Supervisor of Transportation will complete, maintain and submit records, reports and documents as required to assist the Director of Education to be informed in all aspects of the transportation system.
2. The Supervisor of Transportation will complete, maintain and submit records, reports and documents required by Saskatchewan Education and to assist in the preparation of the annual transportation budget.
3. The Supervisor of Transportation will arrange and attend meetings to facilitate a smooth start up of bussing in the fall as well as additional meetings required throughout the year.
4. The Supervisor of Transportation will communicate with the Director regarding closures and bus cancellations during time of inclement weather. It will be the responsibility of the Supervisor of Transportation to communicate bus cancellations to C.K.B.I. and C.J.V.R. radio stations.