

## **G. Human Resources**

### **Policy G-501: Personnel Policy- Director of Transportation**

#### **Scope**

The Valhalla School Foundation recognizes the importance of the Director of Transportation who is responsible for all aspects of the student transportation.

#### **Guidelines**

The Director of Transportation shall be responsible to the Superintendent.

The duties of the Director of Transportation shall include:

1. Driver Recruitment:
  - a. regular drivers;
  - b. spare drivers;
2. Driver Training:
  - a. familiarizing drivers with the mechanical aspects of driving a school bus;
  - b. familiarizing drivers with Alberta Transportation regulations;
  - c. familiarizing drivers with their duties and responsibilities;
  - d. road check with new drivers;
  - e. coordinate on-going driver training and first-aid programs.
3. Compiling information for grant claim form, including:
  - a. monitoring the information – gathering system;
  - b. keeping forms up-dated;
  - c. ensuring that forms are properly completed and submitted regularly;
  - d. assisting the administration in completing departmental forms.
4. Keeping up-to-date records as required by Alberta Education including:
  - a. accurate route maps;
  - b. student lists; and
  - c. semi-annual inspection forms for each bus.
5. Monitoring Bus fueling stations.
6. Acting as a liaison between the transportation system and various government departments and agencies, including:
  - a. Alberta Transportation Safety Division;
  - b. Highway Patrol Division; and
  - c. R.C.M.P
7. Supervision of the bus shop, including the maintenance and repair of all buses.
8. Purchase of new equipment, including:
  - a. buses;
  - b. major shop tools and equipment;
  - c. tires and parts; and
  - d. fuel.
9. Assisting with preparation and supervision of the transportation budget.
10. Establishing all bus routes and giving proper attention to:
  - a. student load factor;
  - b. distances individual children must travel;
  - c. time spent on the bus;

- d. safety considerations with respect to:
  - e. turn arounds;
  - f. road conditions;
  - g. bus turn-arounds; and
  - h. student pick-up locations.
  - i. Making necessary changes to routes as required.
11. Dealing with concerns expressed by drivers, including:
- a. route problems;
  - b. turn arounds;
  - c. road conditions;
  - d. safety of student pick-up stations; and
  - e. route changes.
  - f. passenger problems:
  - g. discipline;
  - h. new passengers; and
  - i. items which passengers may carry on the bus.
  - j. particular vehicle driver problems;
  - k. other drivers; and
  - l. school personnel.
12. Dealing with concerns and complaints raised by parents, including:
- a. bus routing;
  - b. time students have to spend on the bus; and
  - c. distance students have to walk;
  - d. matters relating to discipline on the bus;
  - e. the drivers and their;
  - f. methods of managing the passengers;
  - g. punctuality;
  - h. abilities as drivers; and
  - i. lack of proper attention to safety aspects of the bus operation;
  - j. the policies and regulations dealing with bus operations.
13. Dealing with concerns expressed by school personnel, including:
- a. arrival and departure problems;
  - b. discipline on the bus;
  - c. extra trips; and
  - d. conditions of loading and unloading areas.
14. Dealing with concerns regarding the maintenance shop, including:
- a. Complaints made by drivers about service carried out by shop personnel; and
  - b. Concerns expressed by shop personnel regarding driving habits and skills of the bus drivers.
15. Dealing with concerns raised by members of the general public regarding driving safety and driving habits.
16. Dealing with emergencies as they arise, including:
- a. emergency closures of schools;
  - b. cold weather policy;
  - c. impassable road conditions;
  - d. all accidents:
  - e. investigations;
  - f. reporting; and

- g. actions required regarding the bus, the driver and insurance.
- 17. A.M. bus cancellations; road/weather conditions:
  - a. Be aware of possible weather and road conditions changing overnight.
  - b. Drive parts of routes, if possible, to determine road conditions.
  - c. Inform, discuss and recommend if bus cancellation is necessary with Superintendent.
  - d. Inform drivers, school principal, radio stations and VCS webmaster of bus cancellations.
- 18. Early dismissal because of road/weather conditions, power outage, etc.
  - a. Be aware of changing weather and road conditions.
  - b. Inform, discuss and recommend early bus dismissal if conditions warrant with Principal/Superintendent.
  - c. Inform drivers of decision.
  - d. Help school office staff to inform parents/designate.
  - e. Send busses once all parents/designates have been contacted.
- 19. Supervision of bus driver administrative duties:
  - a. Collection of driver time sheets
  - b. Complete payroll summary time sheet for secretary- treasurer
  - c. Ensure all drivers complete necessary paperwork when due.
- 20. Attending and reporting to the Board and transportation committee meetings.
- 21. Assisting the Superintendent in gathering information for decision making.
- 22. Other duties periodically assigned by the Superintendent.
- 23. The Director of Transportation shall be evaluated on a yearly basis by the Superintendent.

*Approved (G-501):*                      *January 30, 2008*  
*Revised:*                                      *March 08, 2015*  
*Due for Revision:*                      *March 2020*  
*Legal Reference:*                      *The School Act: Alberta Transportation Regulations;*  
*Cross Reference:*                      *VSF Policy & Guidelines E-102*