

**POLICY CCA– Organizational Chart**  
**Exhibit C.1 - Responsibilities of the Director of Transportation**  
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**Position:** Director of Transportation

**Reports to:** Superintendent

**Responsibilities:**

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Driver Recruitment
  - a) Regular drivers
  - b) Spare drivers
3. Driver Training
  - a) Familiarizing drivers with 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
4. Compiling information for grant claim forms
  - a) Monitoring the information-gathering system
    - i) Keeping the forms updated
    - ii) Ensuring that forms are properly completed and submitted regularly
  - b) Assisting the administration in completing departmental forms
5. Keeping up-to-date records as required by Alberta Education
  - a) Accurate route maps
  - b) Student lists
  - c) Semi-annual inspection forms for each bus
6. Monitoring bus fuel stations
7. Acting as a liaison between the transportation system and various government departments and agencies
  - a) Alberta Transportation Safety Division
  - b) Highway Patrol Division
  - c) R.C.M.P.
8. Supervision of the bus shop, including maintenance and repair of all buses
9. Purchase of new equipment
  - a) Buses
  - b) Major shop tools and equipment
  - c) Tires and parts
  - d) Fuel
10. Assisting with preparation and supervision of the transportation budget

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11. Establishing all bus routes and giving proper attention to
  - a) Student load factor
  - b) Distances individual children must travel
  - c) Time spent on bus
  - d) Safety considerations
    - i) Turn arounds
    - ii) Road conditions
    - iii) Bus turn arounds
    - iv) Student pick up locations
  - e) Making necessary changes to routes as required
12. Dealing with concerns expressed by drivers
  - a) Route problems
    - i) Turn arounds
    - ii) Road conditions
    - iii) Safety of student pick up stations
    - iv) Route changes
  - b) Passenger problems
    - i) Discipline
    - ii) New passengers
    - iii) Items which passengers may carry on the bus
  - c) Particular vehicle driver problems
  - d) Other drivers
  - e) School personnel
13. Dealing with concerns and complaints raised by parents
  - a) Bus routing
    - i) Time students have to spend on the bus
    - ii) Distance students have to walk
  - b) Matters relating to discipline on the bus
  - c) Drivers
    - i) Methods of managing passengers
    - ii) Punctuality
    - iii) Abilities as drivers
    - iv) Lack of proper attention to safety aspects of the bus operation
  - d) Policies and operations dealing with bus operations
14. Dealing with concerns expressed by school personnel
  - a) Arrival and departure problems
  - b) Discipline on the bus
  - c) Extra trips
  - d) Conditions of loading and unloading areas
15. Dealing with concerns regarding the maintenance shop

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- a) Complaints made by drivers about service carried out by shop personnel
  - b) Concerns expressed by shop personnel regarding driving habits and skills of the bus drivers
16. Dealing with concerns raised by members of the general public regarding driving safety and driving habits
17. Dealing with emergencies as they arise
- a) Emergency closures of schools
  - b) Cold weather policy
  - c) Impassable road conditions
  - d) All accidents
    - i) Investigations
    - ii) Reporting
    - iii) Actions required regarding the bus, the driver and insurance
18. Attending and reporting to the Board and transportation committee meetings
19. Assisting the Superintendent in gathering information for decision making
20. Other duties as assigned by the Superintendent