EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: Role Description: Transportation Services Manager

EFFECTIVE DATE: September 15, 2011

REVIEW DATE:

SUPERSEDES: June 12, 1996

CROSS REFERENCE:

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PRIMARY RESPONSIBILITIES

The Transportation Services Manager is responsible for the safe and efficient operation of the student transportation system for the district.

DISTRICT FUNCTIONS:

1. To coordinate the provision of the transportation service for the district.
2. To ensure the efficient operation of the bus depots.
3. To supervise all transportation staff.
4. To oversee all aspects of school bus safety including training and inspections.
5. To implement a preventative maintenance program for the district's buses.
6. To prepare and monitor the transportation service budget.
7. To maintain a transportation management information system.

ACCOUNTABILITY LINES:

The Transportation Services Manager is accountable to the Director of Corporate Services.