

**POSITION DESCRIPTION**

**POSITION TITLE: BUS GARAGE SUPERVISOR**

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Reporting to the Secretary-Treasurer, being responsible for carrying out the day to day operations of the respective bus garages.

**POSITION RESPONSIBILITIES:**

1. Direct, supervise and evaluate staff in the student transportation program.
2. Review and submit timely payroll reports to the Secretary-Treasurer for the appropriate payroll action.
3. Ensure new bus drivers are adequately trained
4. Establish services, maintenance schedules, and order parts for buses operating out of each respective bus garage
5. Inform all bus drivers of changes from normal routes and times or cancellations due to school holidays, in-service/training days or suspension of normal operation due to inclement weather or road conditions.
6. Responsible for designating bus drivers and buses for field trips and sporting trips and for advising the respective principals
7. Co-ordinate the activities of the Transportation program, bus drivers, and garage mechanics
8. In consultation with the Operations Committee, plan and recommend the most practical bus routes for the Division.
9. Issue Purchase Orders and provide any requirements as per policy.
10. Perform other related duties which the Secretary-Treasurer and the Board may direct.

Cross Reference:

Approval Date:

Policy Review Date:

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