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**ADMINISTRATIVE PROCEDURE 485**  
**DIRECTOR – TRANSPORTATION SERVICES**  
**ROLE AND RESPONSIBILITY STATEMENT**

**Background**

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Director – Transportation Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

**Procedures**

The Director – Transportation Services will have specific responsibilities for:

1. Leadership Practices

- 1.1 The Director – Transportation Services is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 1.2 Actively demonstrates and subscribes to the practice of leadership.
- 1.3 Works to achieve goals approved by the CEO for the Department and the Division.
- 1.4 Monitors the achievement of the goals established for the Department and the Division that are related to the duties of this position.
- 1.5 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 1.6 Works with the Superintendent to develop and implement strategies within the AEP/PERT planning process for enhancing student learning and building leadership capacity across the organization.
- 1.7 Works with the schools and departments to implement strategies for enhancing student learning.
- 1.8 As required, supports and advocates for implementing professional learning teams.
- 1.9 Provides supervision, evaluation, and supports to individuals reporting to this position.

- 1.10 Provides leadership in the planning and implementation of Occupation, Health & Safety and Emergency Preparedness.
2. Transportation Services
  - 2.1 Plans and implements an efficient Transportation system.
  - 2.2 Directs that corrective actions be taken in the Transportation Department for outcomes that have not been achieved and monitors the corrective action.
  - 2.3 Develops transportation related Board policy and administrative procedures and implements Board policy and procedures
  - 2.4 Implements applicable Provincial and Federal Acts and Regulations pertaining to school bus operations in Alberta.
3. Personnel Management
  - 3.1 Manages Division Department of Transportation Services personnel.
  - 3.2 Manages contracts with and supervises all transportation staff and contractors.
  - 3.3 Plans and implements inservice and training programs for transportation personnel.
  - 3.4 Works collaboratively with the Board through the Superintendent in negotiating collective agreements.
  - 3.5 Administers collective agreements in accordance with Board mandate.
4. Fiscal Responsibility
  - 4.1 Plans, monitors, and directs the transportation budget.
  - 4.2 Acquires, modifies, monitors and maintains the Division's transportation assets.
5. Emergency Preparedness
  - 5.1 Plans, coordinates and implements the Emergency Preparedness Plan for the safety of students and staff and preservation of property.
  - 5.2 Plans and implements an efficient Emergency Preparedness plan for the Division.
  - 5.3 Directs corrective actions be taken in the Emergency Preparedness Plan for outcomes that have not been achieved and monitors the corrective action.
  - 5.4 Develops and/or assists in the development of Emergency preparedness related policy and administrative procedures and implements Board policy and procedures

- 5.5 Work collaboratively with Emergency Preparedness consultancy to sustain staff training levels in division schools.
  - 5.6 Work collaboratively with Division Schools to maintain Emergency Preparedness Plans.
  - 5.7 Manage and maintain an Emergency Operations Centre.
  - 5.8 Assign roles and responsibilities for Operations Chief, Planning Chief, Logistics Chief, Finance Chief, Information Officer and Agency Liaison Officer to appropriate ESC personnel.
6. Policy
- 6.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.
7. Other Duties and Obligations
- 7.1 Performs other duties and obligations as assigned by the Superintendent.

Reference: Section 60, 61, 113, 116, 117 School Act

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