

1.2.5 SCHOOL TRANSPORTATION INSPECTOR

Nature of the work

Under the supervision of the person responsible for school transportation, the principal and customary work of an employee in this class of employment consists in ensuring compliance with regulations and school transportation contracts through inquiries and inspections.

Characteristic functions

The employee in this class of employment ensures compliance with circuits and schedules. He or she makes sure that rules are respected by conducting repeated surveillance of target areas. He or she notes irregularities, notifies offenders and recommends or adopts the measures prescribed in the regulations.

He or she inspects school buses periodically in order to ensure that they meet safety and cleanliness standards.

He or she measures the distance from one point to another of the circuit; advises on the route to be followed for certain circuits; prepares the bus parking plan and determines the order of departure; may also plan transportation circuits.

He or she verifies and reports on road conditions.

In addition to inspecting and monitoring duties, the employee may also perform administrative duties related to school transportation.

In the event of a bus breakdown or in particular situations, the employee may transport students in the vehicle at his or her disposal.

He or she investigates accidents or complaints and reports on his or her findings.

He or she may give his or her advice on the hiring of drivers and takes part in their training, as needed; reports on the manner in which drivers perform their duties.

He or she may be required to train new school transportation inspectors and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

Required qualifications

Schooling and experience

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have five (5) years of pertinent experience.

Other requirements

Hold a driver's licence of the class appropriate for the class of employment.