



TRANSPORTATION MANAGER

POSITION TITLE: Transportation Manager

LOCATION: School Board Office

POSITION CLASSIFICATION: Exempt

SUPERVISOR: Director of Operations

BACKGROUND

Situated in the beautiful Cowichan Valley on southern Vancouver Island, the Cowichan Valley School District is located between Victoria and Nanaimo. The Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat and west to the Lake Cowichan region. We are honoured to be learning on the ancestral and unceded territories of the Quw'utsun, Malahat, Stz'uminus, Penelakut, Halalt, Ts'uubaa-asatx and Lyackson peoples. The District serves a student population of approximately 8,700 students of which 1,600 identify as Indigenous. The School District has 22 school sites and an annual budget of over \$111 million. Further information regarding the School District can be obtained at www.sd79.bc.ca.

PURPOSE OF POSITION

Reporting to the Director of Operations, the Transportation Manager is responsible for the operational management and control of the School Board's transportation services. The Transportation Manager will provide leadership and guidance to a dedicated team of driver, mechanical, and clerical personnel and will plan and manage bus routes, staffing and fleet resources to ensure the transportation system operates efficiently and safely for students and staff.

RESPONSIBILITIES

- To ensure the safe maintenance and efficient operation of the District Transportation Department and maintenance/repair of the district fleet (buses, vehicles & equipment), and establish and maintain a positive work environment.
- To administer and directly supervise the staff of the Transportation Department in its busing and garage operations.
- To establish bus routes, work loads and shifts to provide a safe and efficient transportation system for students and recommends necessary changes due to financial circumstances.
- To ensure the safe and efficient operation of all bus routes and bus stops.
- To ensure the Transportation Department operates in accordance with the School Act and Regulations within Board policies and administrative procedures, the terms of the collective agreement, the Motor Vehicle Act and Regulations, the National Safety Code, WorkSafe regulations, and WHMIS.
- To plan and administer a program of driver qualification, vehicle operation and safety management.
- To plan and administer, in conjunction with principals and district administrative staff, bus safety programs for students.
- To prepare and evaluate specifications for public tender calls for the purchase of new school buses.
- To liaise with the public, outside agencies, the Board of Education and Senior Staff.
- To liaise with school administration, parents, and students regarding student discipline protocol.
- To prepare reports on transportation as required by government bodies, the Board of Education, or other Senior Staff members.
- To ensure that assignments of employees is in accordance with Board practice and the terms of the collective agreements covering employees within the department.
- To prepare the annual budget requests for the department.
- To ensure payroll records are maintained accurately.
- To participate on School District committees as requested.
- To undertake any other appropriate duties as required by the Board or requested by Senior Staff.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to plan and manage bus routes, staffing and District fleet maintenance and repair
- Ability to communicate effectively, both orally and in writing
- Ability to resolve customer complaints and concerns, providing assistance in helpful, courteous, timely and non-adversarial manner
- Ability to foster a cooperative work environment
- Ability to purchase and make recommendations for the acquisition of new buses and District vehicles
- Understands budget preparation and fiscal management
- Ability to provide technical guidance and training to staff, supervisors and customers
- Ability to monitor employee performance, providing appropriate feedback and developing work strategies where required
- Ability to work independently and in a team environment
- Ability to develop and maintain record keeping systems and procedures in accordance with the Board, Ministry of Education, Motor Vehicle Act and National Safety Code requirements
- Skill in the use of computers, developing reports and spreadsheets
- Knowledge of hiring, disciplining and evaluating staff

QUALIFICATIONS REQUIRED:

- Completion of high school, grade 12 or equivalent
- Minimum 5 years of directly related supervisory experience, in public transportation and fleet operations management
- Understands budget and fiscal management
- Thorough knowledge of WorkSafeBC regulations and guidelines, Workers Compensation Act, Motor Vehicle Act, National Safety Code and CSA D-250 Standards
- Knowledge and ability with computer software systems of Microsoft Office, e-mail, and transportation fleet management program (Versatrans/Traversa)
- Working knowledge of the operation of preventative maintenance programs, inspections, and insurance and safety issues related to buses and student transportation

The following would be desirable in this position:

- Diploma in Transportation Management or Business Administration
- Inspection Facility Operator Training Course
- Class 2 Driver's License with Air Brakes
- Training in personnel practices such as: Human Resources Management, Effective Supervision and Effective Communication or equivalent combination of training and experience

How to apply: Please apply via email to Jen Christenson, Staffing Officer, by **12:00pm on Friday, July 22, 2022** at jchristenson@sd79.bc.ca

Applications should include a cover letter, a detailed personal résumé with three supervisory references, a brief statement of philosophy and any other relevant supporting documentation. Please submit all documents in one PDF file.

Cowichan Valley School District Strategic Plan: <https://sd79.bc.ca/wp-content/uploads/Operation-Plan-Strategic-Plan-202024-.pdf>

We thank all applicants for their interest, but only those selected to proceed in the recruitment process will be contacted.