



Transportation Supervisor

Job Code 3962966

School District #28 (Quesnel)

School District No. 28 (Quesnel)

Transportation Manager

We are seeking an experienced and dedicated Transportation Manager to lead the planning, coordination, and supervision of our student transportation services. This role oversees bus routes, fleet maintenance, safety compliance, and staff management while maintaining high standards of service and fiscal responsibility.

Roles and responsibilities will include the following

- Oversee day-to-day transportation operations, including routing, scheduling, and dispatch
- Manage and supervise a team of drivers, mechanics, and support staff
- Ensure compliance with provincial transportation regulations and district policies
- Monitor and maintain fleet safety, servicing schedules, and preventative maintenance
- Coordinate with schools, parents, and administrators regarding transportation needs
- Collaboratively plan and deliver staff development on non-instructional/professional development days
- Organize, direct and supervise while maintaining effective work relationships with people in a unionized environment
- Communicate and engage in problem-solving with parents, students and school-based administration
- Exercise considerable independent action and sound judgement in the performance of all duties
- Prepare and manage the department's operational budget
- Respond promptly to incidents, emergencies, and weather-related changes

Qualifications:

- Post-secondary education in logistics, transportation management, or related field or trade qualification would be an asset
- Minimum 3–5 years of progressive experience in a leadership role, preferably in school or public transportation
- Sound knowledge of BC Motor Vehicle Act, Commercial Vehicle Safety regulations, and transportation safety standards
- Exceptional organizational, communication, problem-solving and conflict-resolution skills
- Proficiency with routing software, Microsoft Office and digital platforms
- Valid Class 2 Driver's License with Air Endorsement (required or willingness to obtain)

Characteristics:

- Collaborative leader with excellent interpersonal and team-building skills
- Decisive problem-solver who stays calm under pressure
- Highly organized with strong attention to detail and the ability to prioritize tasks
- Effective communicator who can engage confidently with staff, families, and community partners
- Adaptable and forward-thinking, open to innovation and continuous improvement
- Integrity-driven, demonstrating professionalism and sound judgment in all actions
- Flexibility in terms of hours of work

The salary range for this position is \$85,992 - \$107,490 per year with a comprehensive benefits and Municipal Pension. Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons.

To explore this career opportunity, please submit a cover letter and a resume, certificates and transcripts with three (3) professional references with permission to contact each in confidence by **4:00 PM, July 10, 2025** to:

Wanda Klics, Director of Instruction – Human Resources

Email: wandaklics@sd28.bc.ca

(The successful applicant will be expected to commence duties at a mutually agreeable date. While the district appreciates the receipt of all applications, only short-listed candidates will be contacted.)

The Quesnel School District is an equal opportunity employer

Job Details

Job Code 3962966

Closing Date

July 10, 2025 04:00 PM PST/PDT

Number of Openings 1

Job Type

Full Time

Job Category

Management & Professionals

Salary

\$89,992 to \$107,490 per year

School/Location

Transportation Department

Employment Start Date

July 11, 2025

Mandatory Documents

Additional Documents

Resume

Cover Letter