
Transportation Manager

The Saanich School District (SD63) invites applications for the position of Transportation Manager effective immediately. This anticipated vacancy is open to both internal and external applicants.

Located on the beautiful Saanich Peninsula near Victoria, the Saanich School District serves approximately 7,100 students in eight elementary, three middle and three secondary schools, as well as two Individual Learning Centres (ILC), the South Island Distance Education School (SIDES) and the Children's Development Centre (CDC). Strong working relationships with all partner groups, including the local W̱SÁNEĆ First Nation, have resulted in the Saanich School District having a well-established reputation of excellent student achievement and program innovation all within a strong culture of caring and respect.

General Description

Reporting to the Director of Facilities, this position is a key member of the District management staff with responsibility for providing leadership and business administration of the school bus transportation and vehicle maintenance shop. The District is seeking a leader with a proven record in coordinating and administering a transportation program in a similar setting, along with demonstrated supervisory experience or human resource planning within a union environment.

The District has a well-performing transportation organization comprised of 19 bus drivers, six casual staff, two vehicle maintenance technicians and one administrative assistant. Integral goals for our School District transportation program are to operate under the Transport Canada National Safety Code, Provincial Commercial Vehicle Safety and Enforcement Program with excellent 'on-time' performance, in addition to offering 800 field trips per year. The position will also be charged with reducing carbon emissions as well as optimization of fleet services for bus, maintenance and grounds vehicles.

The key functions of the Transportation Manager are to coordinate a 'whole-system approach' to management of people, operational safety, fleet maintenance or route planning with an outcome for high-performance customer service. Other additional responsibilities will include communication and promotion of a 'smart and safe driving culture' to the department; rider responsibility programs with liaison to (vice) principals or parents; developing route plans and procurement of capital fleet replacement along with regular preventative maintenance, and regulatory inspection programs.

Qualifications

Certificate or Diploma in Leadership or Business Administration or equivalent combination of qualification and experience;

- Five years' experience in operations, maintenance and management of a bus transportation and vehicle inspection program;

- Class 2 Driver's License with Air Endorsement is preferred

Specific Position Responsibilities

Responsibilities will include:

- Supervision and evaluation of school bus drivers and vehicle maintenance staff;
- School bus route planning and optimization;
- Evaluation and implementation of transportation / fleet vehicle repair and inspection programs;
- Scheduling of student transportation routes;
- Recruitment, oversight and evaluation of bus drivers, vehicle maintenance staff and staff within the Transportation Department;
- Liaising with any local, provincial or federal governments or their agencies as required;
- Communication with school administration, parents/guardians and students as required;
- Coordination and presentation of transportation safety programs, 'smart-driver' or other programs designed to ensure student safety while riding a school bus;
- Coordination of transportation requirements for extra-curricular field-trips;
- Responding to any emergency situations involving bus accidents or repairs;
- Maintaining an up-to-date Bus Drivers' Manual;
- Optimizing the school bus and white fleet vehicles with a goal to reducing greenhouse emissions;
- Overseeing the scheduling and record keeping of bus maintenance / repairs;
- Procuring of all school buses and white fleet vehicles;
- Analysis and management of the Transportation Department budget;
- Communication and collaboration with other district staff including senior staff as required

How to Apply

Interested applicants are invited to submit an application in a single PDF attachment that includes the following:

- Current résumé
- Names and contact information of at least three references who may be contacted and who are familiar with your professional performance.

Please submit this application to Ms. Christine McTavish, HR Advisor, at cmctavish@saanichschools.ca.

Deadline for applications is Fri May 24, 2019 at 9:00 am (PDT).

*We thank all applicants for their interest, however,
only those selected for an interview will be contacted.*