

Job Description

ASSISTANT MANAGER - TRANSPORTATION

Kamloops-Thompson School District No. 73

As part of School District 73's management team, and reporting to the Director of Transportation, the School District requires a talented management professional with the ability to oversee several components of the Transportation system on a cost effective, efficient basis. The successful individual will be responsible for a wide range of issues and needs to be able to communicate effectively with a diverse group of colleagues, staff, public and regulating authorities.

Priority Qualifications

- Demonstrated experience delivering bus safety training programs
- Demonstrated experience delivering driver training programs
- Strong interpersonal and people management skills.
- Believes in union-management cooperation as well as the right to manage.
- Proven ability to develop strong cooperative relationships with staff and colleagues.
- Ability to respond to the public in a positive, non-adversarial, solutions oriented approach.
- Proficiency with computers and a variety of software programs

Responsibilities

Student Safety and Student Management

- Continue the ongoing development and implementation of a district wide student bus safety program, including:
 - o Continue with the development of materials suitable to provide instruction on school bus safety to various age groups of students
 - o Making presentations, in an assembly format, to students to provide instruction on school bus safety
 - o Maintaining accurate records of safety training conducted within schools
- Continue the ongoing development and implementation of a district wide student management system, including:
 - o Mentoring drivers on building positive relationships with students
 - o Assisting drivers concerning student management issues
 - o Review student behavior reports and liaise with School Principals on discipline issues.

Driver Training

- Continue the on-going development and implementation of driver training programs and guidelines for school bus drivers and white fleet staff
- Conduct periodic driver testing and evaluate driver performance
- Maintaining accurate records of training

Human Resources

- In coordination with the Director of Transportation:
 - o Provide supervision of all transportation staff, including the rural satellite operations in Barriere, Chase, and Clearwater.
 - o All aspects of managing staff including the internal and external posting, recruitment, and hiring of staff as well as leading the discipline process when required.
 - o Provide annual staff training programs to ensure exemplary operation of transportation department.

System Operations

- Assist the Director and Dispatcher with routing and dispatching
- Monitor the fleet GPS and camera systems to ensure continuous operation
- Assist the Director as required

Other

- Attend professional development activities to stay current with innovative transportation methodology.

Experience and Knowledge

- 5+ years prior experience in a similar position.
- Knowledge of regulations related to school bus transportation
- Working Knowledge of Versatrans routing software would be an asset.
- NAPT Directors Level Courses or equivalent would be an asset.