

# Manager, Transportation



*The Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.*

## Why Abbotsford?

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

## Why the Abbotsford School District?

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth.

Working in public education is both challenging and rewarding, but at the Abbotsford School District we truly believe that every one of our employees has the opportunity to help children learn, grow, and succeed.

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## Position Summary

Reporting to the Director of Facilities and Transportation, the Manager, Transportation will be responsible for overseeing and supervising the safe conveyance of passengers to and from district facilities, in addition to the operation and maintenance of the district school bus fleet.

## Responsibilities

Under the general direction of and in consultation with the Director of Facilities and Transportation is directly responsible for the following activities:

- Supervising, maintaining and operating the district's school bus fleet and personal communication systems.
- Establishing and implementing a comprehensive driver training and testing program.
- Establishing, reviewing, revising and implementing bus routes, walk limits and special needs busing, seeking the input of administrators and senior management as required.
- Overseeing the establishment of daily work schedules to ensure the efficiency of services performed and in compliance with the Collective Agreement.
- Establishing, reviewing, revising and implementing safety criteria and procedures.
- Operating and maintaining the computerized transportation system, ensuring the most efficient and effective use of district resources.
- Ongoing evaluation of services performed to ensure that district transportation needs are met and maintained in accordance with established policies, procedures, regulations and codes.

- Developing detailed plans and projections concerning the transportation of students in advance of needs.
- Recommending upgrades and replacements to the Director of Facilities and Transportation regarding the district's school bus fleet and communication systems (vehicle two-way radios/cellular and portable telephones).
- Establishing a regularly scheduled safety inspection of drivers, ensuring assignments are completed with efficiency and standards are maintained.
- Assisting in the determination and establishment of detailed specifications for equipment, materials and supplies and submit requisitions for approval and purchasing well in advance of need; verify that the equipment, materials and supplies received conform to established specifications.
- Researching and recommending improved work methods and/or equipment used in order to provide the most efficient and effective service to users.
- Maintaining direct responsibility for the maintenance and training of effective emergency evacuation procedures for district school buses.
- Participating in the recruitment, discipline and formal performance evaluations of staff as required.
- Maintaining a working knowledge of the work in progress, making the appropriate adjustments as required - ensuring all projects are completed in a timely manner in accordance with established policies, procedures, regulations and codes.
- Assisting in preparing and implementing new and amended policies and procedures; maintain a working knowledge of policies, procedures, regulations and codes related to the position; maintain a working knowledge of operational/personnel policies, procedures and regulations of the district.
- Participating in the budgeting process; attend and participate in departmental management meetings;
- Providing guidance, coaching, and training to employees as needed.
- Maintaining a thorough working knowledge of related provincial, municipal and vehicle codes and regulations pertaining to the transport of students and the maintenance of the fleet.
- Performing all other related duties as may be assigned by the Director of Facilities and Transportation.

## Qualifications

- Five years management experience in a related setting, with considerable knowledge and understanding of all aspects of transportation management;
- Valid class 5 British Columbia driver's license;
- Successful completion of a supervisory or management skills credit course;
- Knowledge and experience with life cycle equipment analysis;
- Experience in strategic planning, budgeting, developing goals, and identifying measureable objectives;
- Working knowledge of provincial, municipal and vehicle regulations and codes;
- Proven ability in computer operation and experience, including working with Microsoft Word, Excel, Windows and a computerized transportation system. Ability to learn other computer software programs;
- Working knowledge of WHMIS and Worksafe BC Occupational Health and Safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others;

- Proven ability to establish and maintain effective work relationships with all internal and external contacts;
  - Ability to use tact and discretion and maintain confidentiality;
  - Positive interpersonal and leadership skills, and the ability to develop teams and foster an environment which promotes team work;
  - Ability to explain complex or simple instructions or information clearly to others;
  - Ability to positively resolve conflict situations;
  - Understanding and awareness of cultural diversity;
  - Proven ability to communicate effectively both orally and in writing, and to provide service and relationship to the public and the District in a professional, respectful, positive and courteous manner
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*The salary range for this management position is \$94,000-\$111,000 annually. This position is eligible to participate in our flexible benefit plan including, health & dental coverage and contributions to the Municipal Pension Plan.*

This vacancy will remain open until filled. Please submit your application via the following method:

- Make a Future at the link here: <https://buff.ly/4eNvJh9>