



Chilliwack School District:

Chilliwack School District No. 33 is located at the eastern end of the Fraser Valley and is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyew.

Our district serves approximately 15,000 students and employs around 2,400 dedicated employees, fostering a safe, caring, and inclusive learning and working environment where all feel valued and supported. Guided by our purpose (honouring, shaping, and inspiring our past, present, and future), and grounded in the principle of Tómiyew, we make thoughtful, ethical decisions that support learners, our community, and future generations. Rooted in Inclusion, Diversity, Kindness, Equity, and Innovation, and strengthened by our commitment to Reconciliation, well-being, and accountability, we prioritize responsible stewardship and long-term sustainability to support high-quality learning and organizational excellence.

Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

About the Position:

We are seeking applications from collaborative, service-oriented, and safety-focused leaders committed to supporting safe, dependable, and cost-effective student transportation services. Reporting to the Director of Facilities & Transportation, the Assistant Manager of Transportation assists with the strategic and operational leadership of the district's Transportation Department. This role supports the Transportation Manager with day-to-day operations, route planning, fleet maintenance compliance, staff scheduling, transportation systems, and service inquiries, while serving as a key point of contact for operational matters and as the primary backup for the Transportation Manager.

Core Responsibilities:

- Coordinate day-to-day Transportation Department operations in collaboration with the Transportation Manager.
- Respond to and resolve inquiries or concerns from parents, schools, and the public, including follow-up with bus drivers as needed.
- Assist with annual bus route reviews, scheduling, and dispatching casual replacement drivers.
- Support administrative operations, including after-hour call-outs, staff leave requests, and payroll reconciliation.
- Help coordinate student-conduct protocols and work with school leadership to support accessibility and medical transportation needs.
- Assist in managing the transportation shop and employees to support fleet maintenance compliance for district vehicles and equipment.
- Support fleet purchasing and replacement planning to maintain safe and efficient operations.
- Use and help administer computerized transportation systems, such as Edulog, Traversa, or MyEd, for resource planning and reporting.
- Assist with departmental budgeting, planning, performance reporting, and input into fleet upgrades and capital requests.
- Support staff selection, orientation, training, performance management, safety compliance, and adherence to District protocols and procedures.



Salary Range: \$87,673 - \$109,591. Total rewards package includes competitive salary, benefits, pension and professional development opportunities.

Are You the Ideal Candidate?

You are a collaborative, solutions-focused leader with strong operational judgment, excellent communication skills, and a demonstrated commitment to student safety, service, and continuous improvement. You bring recent transportation experience, understand the importance of safe and compliant fleet operations, and are comfortable supporting staff in a unionized environment. You are organized, adaptable, and able to balance daily operational needs, service concerns, scheduling, systems, safety requirements, and stakeholder relationships while fostering a respectful workplace grounded in equity, inclusion, innovation, kindness, and collaboration.

Qualifications:

- Grade 12 plus a post-secondary diploma or certificate in operations, transportation, or business administration is preferred.
- Minimum two to four years of recent, progressive experience in the transportation sector, including at least one year of front-line supervision or staff management experience, preferably in a unionized environment.
- Experience with computerized routing, dispatch, and asset-management software.
- Knowledge of route planning, fleet maintenance, and regulatory compliance, including the Motor Vehicle Act, WHMIS, WorkSafeBC, National Safety Code requirements, and Transport Canada regulations.
- Valid BC Class 2 driver's licence with air-brake endorsement and a clean driver's abstract.
- Inspection Facility Operator Certificate is preferred.
- Strong interpersonal, communication, and conflict-resolution skills with the ability to foster collaborative relationships.
- Commitment to fostering equity, inclusion, innovation, kindness, and collaboration in the workplace.

How to Apply:

If you're ready to support safe, reliable, and efficient student transportation services in a dynamic and growing school district, we encourage you to apply. Submit your application by **October 2, 2026, 3:00 PM**. Please ensure your application package includes copies of certificates and qualifications, and three recent and relevant references who can speak to your transportation, operations, supervision, and service-focused leadership experience.

To apply, visit Make a Future at <https://buff.ly/fng4XUV>.

For further information, please email careers@sd33.bc.ca.

Chilliwack School District is committed to diversity and inclusion. We encourage applications from candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority, and/or a person with a disability.