

## **Transportation Manager**

### **Qualifications**

Alberta Class 1 or 2 Driver's License and Alberta "S" Endorsement Certification.

School Bus Safety Program - 2S MELT Driving Instructor/Evaluator, "S" Endorsement Instructor, considered an asset.

Knowledge of the NSC, provincial legislation and regulations related to student transportation safety.

Training in student transportation management, instructional techniques, accident investigation and prevention, and fleet management considered an asset.

Minimum 3 years experience in Student Transportation or related sector.

Excellent organizational, communication, intrapersonal, and time management skills.

Proficiency in Microsoft Office and Google products.

### **Duties and Responsibilities**

1. Ensures that the Transportation operates bus routes according with the NSC, provincial safety regulations, and the Board's Administrative Procedures.
2. The safe and efficient transportation of students.
3. The safety, welfare and conduct of students while on their way to or from school on transportation provided by CCA. Including identifying route safety concerns, and mitigating route risks.
4. Works cooperatively with CCA Office to ensure coordination of bus services and communicates with school administration to promote student safety and well-being.
5. Awareness programs delivered to students on school bus safety and bus evacuation in case of emergency.
6. Ensures that buses are properly maintained according to the established Provincial and Federal regulations. Including conducting safety audits and inspections of buses.
7. Liaises with members of the general public and responds to all complaints and enquiries relating to student transportation.
8. Oversees and provides the training for drivers ensuring bus drivers are properly and adequately trained including Class 2 License, 2 S MELT, and valid "S" endorsement. Or arranges training through other sources for employees requiring training.
9. Liaises with the mechanics involved with busing maintenance, and the CCA Board for large expenses related to bus maintenance items.

### **Financial Leadership**

1. The condition of all Equipment, ensuring equipment meets the safety regulations governing its operation; the condition of other physical assets related to transportation operations including safety, cleanliness and security.
2. The acquisition and modification of all fleet physical assets when required.
3. Reporting any major fleet repairs to the School Administration for approval.

### **Leadership**

1. Recruits and evaluates Transportation Services personnel.
2. Manages busing staff, and ensures proper Government protocols are followed and that the CCA Bus Driver's Handbook is adhered to by each bus driver.

### **System Leadership**

1. Provides quality Christian leadership.
2. Provides leadership to ensure quality student transportation services that adheres to CCA's Administrative Procedures.
3. Establishes and provides meaningful performance measures to evaluate progress, while motivating and mentoring busing staff.
4. Facilitates the constructive resolution of conflict within the department to foster positive relations.
5. Cultivates and models respect, professional learning and ethical leadership.
6. Other duties as assigned by CCA Administration.