



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Transportation Supervisor
Location:	Area 5 Transportation Department (Norway House)
Start Date:	As soon as possible
Hours/Days/Months:	8 Hours/Day, 5 Days/Week, 12 Months/Year
Term of Employment:	Permanent
Salary:	\$27.79/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

Reporting to the Divisional Transportation Manager and the Area 5 Superintendent, the Transportation Supervisor is responsible for coordinating the effective delivery of the student transportation program for Area 5. This position is based in Norway House.

QUALIFICATIONS

- Current and valid Manitoba Class Five (5) Driver's License.
- Willingness to obtain a Class Two (2) Driver's License, a school bus driving certificate, and School Bus Driver Instructor Certificate, would be an asset.
- Previous supervisory experience.
- Excellent communication and conflict resolution skills.
- Strong organizational and time management skills.
- Ability to work independently and as a team member.
- Mechanical ability and understanding of computer diagnostics related to bus maintenance, preferred.
- Thorough knowledge of regulations contained in The Highway Traffic Act, The Public Schools Act, the School Buses Regulation and regulations, policies and practices as required by Manitoba Education and the Division relative to the operation and maintenance of school buses.

DUTIES AND RESPONSIBILITIES

- Assigns, directs and supervises all area transportation staff.
- Ensures all transportation equipment and vehicles are maintained in safe working condition.
- Maintains required inventory of vehicle parts, equipment and materials.
- Upon certification, may be required to provide training for new bus drivers.
- Prepares and submits payroll related reports and student data.
- Participates in the development and preparation of the annual transportation budget and monthly transportation reports.
- Provides support to Bus Drivers with respect to managing student behaviour.
- Coordinates bus evacuation drills.
- Notifies Transportation Manager of any safety concerns on bus routes.
- Plans transportation routes, maps, and student lists in consultation with Principals, Area Superintendent, and Transportation Manager.
- Maintains radio/telephone contact with Bus Drivers as required.
- Other duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. Candace Wilson, Area 5 Superintendent
Frontier School Division
Box 1000, Norway House, MB.R0B 1B0
Fax: (204) 359-6897
Email: candace.wilson@fsdnet.ca

