



# SIoux VALLEY SCHOOL

## Transportation Supervisor-Full time Sioux Valley and Brandon locations

### POSITION SUMMARY:

Reporting to the Director of Education and/or Principal, the Transportation Supervisor will be responsible for carrying out the day to day operations of the respective transportation program.

### DUTIES INCLUDE:

#### Duties:

- Review and submit timely payroll reports to Central Finance for the appropriate payroll action.
- Ensure new bus drivers are adequately trained.
- Establish regular services and maintenance schedules for buses operating out of the respective bus garage.
- Perform minor maintenance work to all SVDNED vehicle and buses. eg. oil changes or tire change. Align all other work with transportation vendors as needed.
- Responsible for designating bus drivers and buses for field trips and sporting —trips and for advising the Principal.
- Responsible for troubleshooting and maintaining a preventative maintenance program for the fleet in accordance with the regulations set by the Highways and Transportation Department and the Manitoba Education Pupil Transportation Department.
- Perform other related duties which the Director of Education and/or Principal as assigned.
- Schedule all holiday time to ensure transportation services remain operational all year round.
- Keep historical Data on each bus

### QUALIFICATIONS:

- A Manitoba class 1 or 2 driver's license to operate a school bus.
- A School Bus Operator Certificate.
- Mechanical background considered an asset
- Excellent oral, written and computer communication skills.
- Knowledge of community
- Supervisory experience
- Updated child abuse registry and criminal record checks

**Competition Number:** 2022123

**APPLICATION DEADLINE:** Open Until Filled

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department

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