



St. Paul Education

TRANSPORTATION COORDINATOR

St. Paul Education is seeking an experienced administrator with proven management and leadership skills, to manage the Division's student transportation system operating across the counties of St. Paul and Two Hills.

Reporting to the Secretary-Treasurer, the Transportation Coordinator is primarily charged with overseeing the day-to-day operations of the Division owned bus fleet as well as the administration of the contracted fleet. The Transportation Coordinator may also be called upon to coordinate safety and disaster planning with schools and municipal authorities.

Responsibilities:

- Design, implement, and schedule bus routes.
- Ensure adherence to Board policies and administrative procedures.
- Liaise with school administration, parents, and the public, addressing inquiries and complaints promptly and objectively.
- Foster positive relationships with government departments, neighboring school authorities, and regulatory agencies.
- Coordinate transportation services for eligible students who cannot use regular bus operations.
- Monitor and propose modifications to bus routes based on student demographics and route effectiveness.
- Maintain transportation systems including Traversa, camera systems, and GPS.
- Ensure proper maintenance of school-owned buses according to Provincial standards.
- Promote safety and compliance with Alberta Transportation Regulations and NSC requirements.
- Measure service compliance and performance for contract bus operators.
- Oversee bus driver training and ensure compliance with provincial and federal requirements.
- Promote public awareness of safety issues in student transportation.
- Develop and maintain an evergreening program for division-owned buses and vehicles.
- Plan, develop, report, and monitor the Transportation Services budget.
- Handle required reporting for Alberta Education, Alberta Transportation and associated agencies.
- Procure replacement buses and dispose of surplus buses in accordance with regulations.
- Manage contracts and agreements with external agencies.
- Recruit, supervise, train, and evaluate transportation personnel.
- Investigate and report accidents/incidents involving school buses.
- Establish team goals and provide performance measures.



Requirements:

- Excellent organizational, interpersonal, analytical, and time management skills.
- Proven management track record.
- Previous experience in student transportation preferred.
- Knowledge of current policies, regulations, and procedures governing student transportation an asset.

Position Details:

- Full-time management position (12 months).
- Salary commensurate with certification, training, and experience.
- Competitive benefits package through ASEBP & LAPP pension plan.
- The successful candidate will be required to provide a current Criminal Record Check - Vulnerable Sector Check as well as a Child Intervention Record Check prior to employment commencing.

How to Apply:

Qualified candidates are requested to submit their resume, cover letter, and three references electronically to st_paul@sperd.ca .

Deadline:

This competition will remain open until a suitable candidate is found, but applications received by 12:00 p.m. on Monday, May 27, 2024, will receive careful consideration. We appreciate all applications, but only those selected for an interview will be contacted.

Join us in shaping the future of student transportation!