



TRANSPORTATION MANAGER

Holy Trinity Catholic School Division #22 invites applications for a **TRANSPORTATION MANAGER** position in Moose Jaw, SK beginning August 2023. The Transportation Manager has administrative responsibility for student and material transportation, as well as planning, organizing, directing, controlling, and evaluating the operations of the school bus transportation department to ensure safe and efficient transportation services.

Holy Trinity seeks candidates with the vision, drive and ability to provide Catholic administrative leadership in education. The successful candidate must be committed to Catholic Education, improved student outcomes, and continuous school improvement.

The criteria for the Transportation Manager include the following:

- Superior knowledge of bus route optimization and planning
- Superior interpersonal and communications skills
- Superior analytical and problem-solving skills
- Ability to understand mechanical concepts
- Ability to handle confidential material and maintain staff and student privacy
- Administer the Student Transportation system with due regard for student safety, fiscal responsibility, routing, and client satisfaction
- Coordinate additional curricular and extra-curricular bus trips as required.
- Maintain adequate substitute driver list and coordinate replacement drivers as required.
- Administer a regular maintenance program for division vehicles including buses, vans and trailers.
- Administer annual safety inspections and certifications in conjunction with vehicle maintenance service providers.
- Administer the division's cold weather policy with regards to bus cancellation.
- Coordinate with third party transportation service providers in Swift Current and Shaunavon.

Only selected candidates will be contacted for interviews. Please forward an application with a detailed curriculum vitae, three references, including a pastoral reference, by **4:00pm on June 7, 2023**, to:

Dave DePape
Superintendent of Human Resources and Operations
Phone: 306-691-2402
Email: dave.depape@htcsd.ca