



The Student Transportation Services Consortium for

The Grand Erie District School Board
and The Brant-Haldimand-Norfolk Catholic District School Board
and The Conseil Scolaire Catholique MonAvenir

Invites Applications for a

TRANSPORTATION OFFICER

Reporting to the Manager of Transportation Services, the Transportation Officer is responsible for the design, implementation, and continual review of student transportation for regular or specialized service through the use of a computerized planning software program. The Transportation Officer will plan routes and maximize system efficiencies within prescribed parameters set out in the procedures and policies of Student Transportation Services Brant Haldimand Norfolk, related policies and procedures defined by member School Boards, and/or applicable legislative requirements. The position provides support to members of the transportation department, member school boards, and the school bus operators.

Position Duties and Responsibilities

Route Planning and Data Integrity

- On an annual basis, create routes for assigned geographic area(s) using student data provided by the School Board(s) in accordance with governing policies and procedures;
- On a monthly basis, conduct on-going analysis of vehicle routing; recommend and implement modifications/additions/deletions to increase operating efficiencies and/or improve customer service;
- On a monthly basis, perform route audits to ensure driver and contract compliance at scheduled intervals;
- On a weekly basis, maintain accurate student, route, and boundary data in the computerized planning software;
- On a daily basis, field phone calls from operators, schools, parents, and students making changes to the transportation solution as required;
- Generate reports from the planning software to assist with analysis of KPI and other initiatives;
- Review bus stop locations and defined hazard areas as required to ensure accurate student information is populated and student safety is not compromised; and
- Perform other duties as assigned.

Communication

- Liaise with bus companies as required; monitor bus companies for adherence to route plans, Board and consortium policies and procedures;
- Initiate and facilitate school communication meetings between school staff and the bus operators as required;

- Assist with the development and implementation of transportation policies and procedures, contracts, Ministry surveys, and other reports as required;
- Attend meetings with outside agencies representing the consortium as required;
- Respond to inquiries from parent(s)/guardian(s), school staff, and bus operators;
- Investigate and communicate information with respect to school bus incidents and/or collisions.

Required Qualifications and Abilities:

- College diploma in Planning, GIS or other related discipline;
- 2 years related experience required;
- Working knowledge of routing software program(s) – preference given to experience working with Bus Planner;
- Advanced computer skills (Word, Excel, Outlook, etc);
- Ability to effectively manage multiple priorities;
- Strong interpersonal and communication skills;
- Superior planning and problem solving skills;
- Excellent map reading skills;
- Strong customer service focus with an equally strong work ethic;
- Excellent organizational skills;
- Initiative and attention to detail;
- Ability to handle matters in a diplomatic, sensitive and confidential manner;
- Working knowledge of Ministry of Education and Transportation regulations, Highway Traffic Act, and local/ municipal by-laws of assigned area;
- Demonstrated initiative and ability to work with minimal supervision.

Effective Date: January 8, 2018

Salary: The annual salary range for this position is \$59,404 to \$67,505
A very competitive benefit package is also available.

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked "personal and confidential" which includes a complete resume, cover letter with the names and telephone numbers of at least three professional references (including your current supervisor) must be provided. Your application must be received by **4:00 p.m. on December 15, 2017**. Apply to:

Sharon Bell, Manager of Human Resources
The Grand Erie District School Board
349 Erie Avenue, Brantford, ON N3T 5V3
Fax (519) 759-5362 or email at hr@granderie.ca

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All submissions are subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.