



***District School Board of Niagara and Niagara Catholic  
District School Board invites applications for the following  
position:***



**NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD**

**TRANSPORTATION MANAGER  
NIAGARA STUDENT TRANSPORTATION SERVICES**

Niagara Student Transportation Services (NSTS) is a consortium between the District School Board of Niagara and the Niagara Catholic District School Board for the purpose of planning and managing student transportation services. NSTS is seeking a Transportation Manager to work as a collaborative member of the student transportation management team reporting to the Executive Director of NSTS.

**Responsibilities:**

- Manage staff responsible for designing and scheduling home to school student transportation routes, including working with schools and school boards to obtain information critical for proactive planning.
- Manage day to day student transportation operations including working with all stakeholders for the delivery of safe, efficient and effective service, including promptly resolving issues as they arise with affected stakeholders.
- Actively engage in contract compliance and performance management activities including route, safety and operational audits.
- Provide leadership to staff, users, and software vendors to maximize effective deployment and administration of NSTS systems and communication tools.
- Gather, analyze, and action performance and financials indicators gleaned from various data sources, and solicit industry indicators and best practices to drive continuous improvement.
- Other duties as assigned

**Qualifications:**

- University degree in a related field; Business, Geography
- Experience in GIS and operations management, preferably planning in a complex transportation operations and in a highly regulated environment while providing customer service excellence.
- Strong leadership, supervisory and communication skills with the ability to build relationships with internal staff, school and school board staff and establish effective working relationship with contracted services.
- Experience in contract management, including driving accountability to contractual terms and conditions and maintaining documentation.
- Experience with computerized transportation software and geospatial database systems, experience with Microsoft Office products and the ability to learn proprietary programs.
- Candidate must possess a valid Ontario driver's license and have his or her own vehicle.
- Availability to work flexible hours, including early mornings and evenings, to respond to operational demands.

This is a full-time position (35 hours per week) within the District School Board of Niagara's Administrative Management Group, seconded to Niagara Student Transportation Services, which includes a competitive wage rate (\$60,893 to \$72,165 per annum) and a comprehensive benefits package.

**Applications including cover letter, resume, and three professional references must be submitted via email to [careers@dsbn.org](mailto:careers@dsbn.org), by Monday, October 23, 2017 at 4:00 p.m.**

**Please reference Transportation Manager in the subject line.**

*Applicants are thanked for making known their interest in working for the District School Board of Niagara.*

*Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.*

Warren Hoshizaki  
Director of Education

Dale Robinson  
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.