**Manager, Transportation**

The Peel District School Board (PDSB) is a racially, culturally and linguistically diverse board that serves 155,000+ students and approximately 17,000 employees. In PDSB, 87% of students are racialized, non-white, representing 162 different ethnic backgrounds. Students in Peel have 121 different first languages. Student diversity also exists in terms of gender and gender expression, sexuality and in terms of ability and faith. A responsive and empathetic understanding of the lived experiences of the students and communities we serve is vital to those who will take on leadership roles within the PDSB. The workforce consists of teachers, office staff, custodial staff, education assistants and professional staff. The workforce is largely unionized through PDSB’s numerous affiliated bargaining agents.

**Job Summary**

Reporting to the General Manager of Student Transportation of Peel Region, you will oversee the daily operations, administration, development and implementation of home to school transportation for the Peel District School Board and the Dufferin-Peel Catholic District School Board.

**Key Responsibilities**

As Manager of Transportation, you will ensure that both Boards’ policies and STOPR policies and procedures are adhered to, and that services are provided in a manner which prioritizes safety and efficiency.  Your responsibilities will include, but are not limited to, all contract compliance with nine (9) school bus operator divisions; ensuring the safety of 68,000 students getting to and from school daily; setting up all external meetings with Special Education services of Peel DSB and Dufferin-Peel CDSB to review start-up issues, program locations, timelines for IPRC reviews, student needs and future planning; approving medical transportation for applicable students; contacting schools or physicians in regards to students’ medical conditions before approving; managing all department communications including being the media contact for inclement weather early morning calls (5:00 a.m.); updating website with inclement weather information for Peel DSB and Dufferin-Peel CDSB; overseeing the GIS software, including all software implementations, updates and innovative improvements; reviewing and recommending school hour adjustments for both Boards to maximize routing efficiencies; approving or denying any bell time request changes from schools by determining overall routing impact and budget implications; managing annual budget of $76M; liaising with internal and external stakeholders; such as, senior administrators, parents, trustees of both Boards; responsible for the supervision and training of staff; and actively participate on several committees.

**Qualifications**

* University degree in Geography/Planning, Business Administration or an equivalent combination of relevant post-secondary education through GIS certification courses and significant experience in managing route planning logistics
* Ten (10) years’ experience in school bus transportation and five (5) years’ management experience in school bus transportation
* Extensive knowledge and expertise of GIS/Planning
* Knowledge of advanced Route Planning Techniques
* Outstanding interpersonal skills to effectively interact with all stakeholders
* Extensive leadership abilities with a capacity for strategic planning and business development
* Excellent presentation and communication skills
* Demonstrated ability to foster teamwork and to work effectively with all stakeholders of both Boards
* Experience in unionized and multi-site workplaces
* Comprehensive knowledge of MTO legislation, Highway Traffic Act, AODA legislation, Broader Public Sector legislation
* Effective knowledge of collective agreements, human resources practices and processes, and employment law
* Knowledge of Human Rights Code and Employment Standards Act
* Extensive knowledge of all Ministry of Education legislation pertaining to Student Transportation in Ontario
* Must possess a valid Driver’s License and have access to a vehicle
* Demonstrated commitment to working in a diverse school community and/or work environment

**Careers with the Peel District School Board**

**Commitment to Equity, Anti-Oppression and Anti-Racism**  
The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will provide reasonable accommodation (e.g. an accessible location, rescheduling of interviews that fall on Days of Significance etc.) based on any of the human rights protected grounds, during the hiring process if advised in advance. We are also committed to inclusion, anti-oppression and anti-racist practices while also supporting the continuous growth and development of an equitable and empowered education system at the PDSB.

**Criminal Background Check**  
Successful candidates must provide a satisfactory Criminal Background Check prior to commencing employment. Please review the requirements for the [Criminal Background Check](https://www.peelschools.org/about/careers/criminal-background-check/Pages/default.aspx).

We appreciate the interest of all applicants, but will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position. All communication to applicants regarding this job posting, including an invitation to complete skills assessments and/or a job interview if applicable, will be made through email. Candidates are encouraged to regularly check their email as listed on their TalentLink account.

**Discover why you should consider a**[**career**](https://www.peelschools.org/about/careers/Pages/default.aspx)**with us!**

**To apply for this position, please click on the link below:**

<https://internalcareerssite.azurewebsites.net/details?jobId=310&jobTitle=Manager%2C%20Transportation>

**Additional Notes**

Preference will be given to qualified members of the Administrative Staff Group (ASG).

**Posting Close Date:** March 13, 2023

**Salary:** ASG Level 10 ($104,578 - $130,724)

**Employment Type:** Permanent Full Time