

Facilities Services Manager Transportation and Fleet

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OVERVIEW

Reporting to the Director of Facilities Services the Manager Transportation and Fleet will oversee the Special needs and Regular bussing contracts that provide bussing services to over 350 students; this includes the ongoing routing of special needs buses, accident reports, invoicing and ongoing communication with parents, staff and administration.

This position is responsible for the effective management, maintenance and servicing of all Greater Victoria School District busses, white fleet, lifts, trailers, custodial chariots and grounds equipment to ensure staff, and student safety in accordance with the Transport Canada National Safety Code and Provincial Commercial Vehicle Safety and Enforcement regulations as applicable.

POSITION DESCRIPTION FACILITIES TRANSPORTATION MANAGER

FTM-1

Manages the contracts for Special Needs and Regular Bussing Services, as well as a small District owned bus fleet. This includes the ongoing routing of special needs buses, approval of new bussing applicants, yearly online bussing application process, management of accident reports, approval of monthly contracted bussing invoices and the ongoing communication with administration, staff, parents and external contractors.

Manages and Optimizes routes using Transversa Software.

Manages the maintenance and servicing of all Greater Victoria School District vehicles, trailers, busses, lifts, grounds equipment and custodial chariots including all applicable daily inspections, CVI Inspections and log reports as applicable for the following;

Facility White fleet – quantity 66
School Buses (District owned) – quantity 6
Trailers – quantity 19
Lifts – quantity 29
Custodial Chariots – quantity 60
All grounds equipment

FTM-2

Coordinates all white fleet, bussing, trailers, and applicable ground equipment repairs and approvals through ICBC and/or the SPP program. Obtains required quotes and manages the approved repairs and invoices.

Manages the scheduling of white fleet painting and minor repairs through the school district automotive trades programs in conjunction with ICBC or the School Protection Program.

Manages the yearly insurance renewals for all district white fleet vehicles, trailers, busses and applicable grounds equipment.

Manages all district white fleet, trailer, busses and applicable grounds equipment CVI inspections and reports to ensure compliance.

Schedules, coordinates and approves all fleet, trailer, lift, chariot and bussing repairs.

Coordinates the maintenance and inspection for all vehicle lifts for District shops.

Manages the procurement of white fleet, busses, trailers, lifts, custodial chariots and all grounds equipment including but not inclusive of blowers, mowers, snow blowers, weed eaters, sprayer and de-icers.

FTM-3

Recruitment, selection, evaluation and training of bus drivers as required.

Supervises white fleet drivers and bus drivers to ensure they have appropriate training, and driver's classifications. Deals with any accident and / or incident reports of white fleet and external contracted drivers.

Tracks all district driver's license classifications and abstracts to ensure all drivers are in compliance.

Supervises related duties of the Transportation Coordinator and School District Mechanic.

Approves monthly procurement invoices as required for white fleet vehicles.

FTM-4

Manages fuel card program and daily inspections for the white fleet for the Facilities Maintenance Department. Reports on gas consumption for all white fleet vehicles.

FTM-5

Manages the Facilities Transportation Website content.

Manages the on-line student bussing portal, bussing applications and approval process for special needs and regular contracted transportation.

Manages all bussing newsletters and correspondence to district bussing families and administration.

Participates in Request for Proposal process as required for external bussing contracts.

FTM-6

Coordinates extra-curricular transportation field trips or contracted services as necessary.

Manages the optimization of the facility buses and white fleet to manage greenhouse gas reduction objectives.

Reports yearly on fleet greenhouse gas initiative as mandated by the provincial government white fleet vehicles.

Coordinates and implements a transportation safety programs, 'smart driver' or student behaviour management programs.

Recommends and implements solutions for Facilities Transportation Management, and interacts with management, and internal staff on a regular basis and liaises with the public, ministries of the Provincial Government and other School Districts and related professional Organizations as required.

FTM-7

Assists with yearly snow patrol coordination and snow day bussing communication with district staff and parents.

**QUALIFICATIONS
FACILITY TRANSPORTATION MANAGER**

EDUCATION	Certificate or Diploma in Leadership or Business Administration is preferred or equivalent combination of qualifications and experience.
EXPERIENCE	<p>Five Years' experience in operations, maintenance and management of a bus transportation and vehicle inspection and maintenance program.</p> <p>Class 2 driver's license with Air Endorsement would be an asset.</p>
KNOWLEDGE	<p>Knowledge of Traversa would be an asset.</p> <p>Demonstrated knowledge in running and tracking reports.</p> <p>Demonstrated knowledge of database management, spreadsheet, and word documents.</p>
SKILLS AND ABILITIES	<p>Proficient with spreadsheets and word processing and other standard desktop applications.</p> <p>Demonstrated ability to take initiative and exercise discretion in determining priorities.</p> <p>Request and convey information in an appropriate manner.</p> <p>Ability to manage multiple projects, set priorities, perform duties with speed, accuracy and efficiency and work effectively under pressure and tight deadlines.</p> <p>Flexibility</p> <p>Patience</p> <p>Work with minimal direction and/or supervision</p> <p>Ability to clearly communicate instruction over the phone, email or in person and provide advice, guidance, instructions and directions and resolve conflicts.</p> <p>Ability to respond to inquiries and complaints and deal with angry or</p>

	<p>upset staff, parents and the public.</p> <p>Demonstrated decision making skills</p> <p>Manage time and resources effectively</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Operates in an environment with constant interruptions and changing priorities</p> <p>Sufficient vision, hearing and dexterity to perform related job duties</p> <p>Able to lift up to 18 kg (40lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p>

April 2019