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## Manager, Transportation

Located on the beautiful Saanich Peninsula near Victoria, the Saanich School District serves approximately 7,500 students in eight elementary, three middle and three secondary schools, as well as two Individual Learning Centres (ILC), a successful Provincial Online Learning School (South Island Distance Education School, SIDES) and the Children's Development Centre (CDC). The District employs 650 teachers, 38 principals and vice-principals, 500 unionized support staff, 21 exempt management staff, all within an annual operational budget of \$100 million.

Strong working relationships with all partner groups, including the local W̱SÁNEĆ First Nation, have resulted in the Saanich School District having a well-established reputation of excellent student achievement and program innovation within a strong culture of caring and respect.

## General Statement

The Transportation Manager provides strategic and operational leadership for the District's student transportation services and fleet maintenance program. This role oversees the safe, efficient, and reliable operation of the school bus system, including route planning, driver supervision, fleet procurement, and compliance with Transport Canada National Safety Code and Provincial Commercial Vehicle Safety and Enforcement (CVSE) regulations.

The Transportation Manager ensures high-quality service for students and families, supports district goals related to safety and sustainability, and leads a team committed to excellence in student transportation.

## Key Responsibilities

### Transportation Operations

- Develops, schedules, and adjusts regular and special-needs student transportation routes to ensure safe, efficient service.
- Coordinates transportation for extra-curricular activities, field trips, and contracted services.
- Oversees emergent response for accidents, mechanical failures, or driver illness, ensuring continuity of service.

### Leadership & Staff Management

- Recruits, selects, trains, and evaluates bus drivers, vehicle technicians, and support staff.
- Provides coaching, performance feedback, and support for professional growth.
- Ensures compliance with district policies, collective agreements, and safety standards.

### Safety & Compliance

- Implements and monitors transportation safety programs, including student behaviour management and "smart-driver" initiatives.
- Ensures all fleet operations meet Transport Canada and CVSE requirements.
- Maintains accurate records for inspections, repairs, and regulatory reporting.

## Fleet Management

- Oversees scheduling, coordination, and documentation of all bus and fleet maintenance activities.
- Leads procurement of buses and district vehicles, ensuring alignment with operational needs and lifecycle planning.
- Optimizes fleet operations to support district sustainability goals, including greenhouse gas reduction strategies.

## Planning, Analysis & Administration

- Conducts route analysis, ridership reviews, and service evaluations to improve efficiency and service quality.
- Prepares and maintains the Bus Drivers' Manual and related operational documentation.
- Manages the transportation budget, including forecasting, monitoring, and reporting.
- Liaises with district staff, families, government agencies, and community partners to support effective service delivery.

## Qualifications:

- Certificate or Diploma in Leadership, Business Administration, Operations Management, or a related field (or an equivalent combination of education and experience).
- Minimum five years of progressive experience in transportation operations, fleet maintenance, or commercial vehicle inspection programs.
- Class 2 Driver's License with Air Brake Endorsement is preferred (or willingness to obtain).
- Strong knowledge of Transport Canada National Safety Code and CVSE regulations.
- Demonstrated ability to build positive relationships with staff, students, families, and community partners.
- Strong organizational, analytical, and problem-solving skills.
- Proficiency with transportation routing software and digital fleet management tools.
- Experience supervising unionized staff in a complex, service-oriented environment.
- Experience in a public-sector or school district setting is preferred.

The Saanich School District offers a competitive compensation and benefits package. The salary range for this position is \$94,682 - \$118,353.

## How to Apply

Applicants are asked to support their submission with the following information:

- A current resume;
- Names and contact information of three references who may be contacted and who are familiar with your professional performance;
- Any other applicable supporting documents.

Please submit your completed application to Robyn Reid, Director of Human Resources, at [reid@saanichschools.ca](mailto:reid@saanichschools.ca).

**Deadline for applications is April 24, 2026 at 10:00 am (PST).**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*