



SUPERINTENDENT OF SCHOOL TRANSPORTATION SERVICES

General Circular No. M-26

Place of Work:	School Organization
Classification:	4
Salary Rate:	\$66,616.00 to \$88,819.00
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The position of superintendent of school transportation services entails responsibility for the management of the technical and administrative activities pertaining to school transportation services.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with school transportation services and, where applicable, collaborate with other staff members in determining the annual action plan.
- Contribute to the development and update of the administrative policies and procedures of the school board dealing with school transportation.
- Participate in defining, implementing and applying rules, standards and procedures relating to the management of school transportation and the safety of all students in the designated zones, the areas where students are dropped off and the areas surrounding the school.
- Participate in analyzing school transportation needs and in preparing proposals concerning routes, trips and schedules.
- Oversee MEQ transportation Mesures.
- Plan and coordinate the use of current and new platforms such as GEOBUS, PIASTRE, mTransport, Mozaik and GPI.
- Collaborate with stakeholders in creating and implementing school transportation management tools adapted to the needs of the institutions.
- Organize and animate workshops and training sessions to schools and transportation companies.
- Organize, assign and verify the work of the employees in Transportation services.
- Assess the training needs of the staff under the incumbent's responsibility.
- Supervise and evaluate the staff under the incumbent's responsibility.
- Assume any other responsibility compatible with their function that may be assigned to them by the immediate superior.

Requirements and Qualifications

- Diploma of Collegial Studies (DEC) in a relevant field (Transportation Logistics) AND six (6) years of relevant experience or Secondary V diploma in a relevant field of study or valid certificate of qualification for the practice of a trade relevant to the position AND ten (10) years of relevant experience.
- Proficient in Microsoft Excel, Word, Outlook and Teams.
- Proficiency in "mTransport" would be an asset
- Highly developed management skills
- Strong commitment to operational effectiveness
- Ability to work in a customer-centric, service oriented culture
- Fluency in English and French (oral and written)
- Excellent communication and interpersonal skills

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department,
by Tuesday June 13 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.