



## **TRANSPORTATION SUPERVISOR & WORKPLACE SAFETY & HEALTH CO-ORDINATOR**

Lakeshore School Division invites applications for a full-time **Transportation Supervisor/Workplace Safety & Health Officer** commencing as soon as possible until the return of the regular employee, or as mutually agreed upon.

Lakeshore School Division is seeking a reliable, collaborative, and knowledgeable individual to provide hands-on and supervisory duties related to transportation and Divisional safety.

**Qualifications and abilities:** The successful candidate will have excellent communication, organizational and problem-solving skills. They will also have a demonstrated knowledge of the transportation sector and strong computer skills. Candidates with a record of successfully managing bus routes, previous experience with Bus Planner, and thorough knowledge of workplace safety will be given preference.

The successful candidates will possess or be eligible for a Safety & Health Officer Certification unless no qualified candidates apply. Please forward your letter of application, resume, and three references to:

### **Responsibilities and Duties:**

- Training, hiring and supervision of school bus drivers
- Creating and evaluating school bus routes using software programs
- Ensuring safe operation of buses
- Primary contact for schools, drivers and parents.
- Organize and maintain workplace safety committees at schools.
- Ensure that safety guidelines and in place and are being properly implemented.

Please forward a letter of application with a resume and three references to:

### **Mr. Donald Nikkel**

Superintendent of HR, Policy and PR  
Box 100 Eriksdale, MB R0C 0W0  
Ph (204)739-2101 Fax (204) 739-2145  
Email: [nikkeld@lakeshoresd.mb.ca](mailto:nikkeld@lakeshoresd.mb.ca)

### **Application deadline: Friday, June 21<sup>st</sup>, 2024, at 4:00 p.m.**

Lakeshore welcomes applications from people with disabilities and accommodations for them may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the division's job description. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*