



Niagara Student Transportation Services
3900 Kalar Road
Niagara Falls, ON
L2E 6S4



Niagara Student Transportation Services invites applications for the following position:

Area Transportation Coordinator
One full-time position

Niagara Student Transportation Services (NSTS) is a consortium between the District School Board of Niagara and the Niagara Catholic District School Board for the purpose of planning and managing student transportation services in the Niagara Region.

Reporting to the Executive Director, Niagara Student Transportation Services, the successful candidate will be responsible for performing a variety of duties related to the consortium's pupil transportation functions, including: designing and scheduling routes with the use of GIS-based software, coordination and communication of requirements with transportation contractors, parents and school staff, daily route monitoring, responding promptly to service issues with thorough analysis and problem solving, and liaison with local municipalities on issues related to pedestrian and traffic safety on and around school sites. The successful applicant will also be required to prepare correspondence to contractors, schools and parents, as well as prepare reports for management related to transportation matters such as appeals, contract compliance and performance. In addition, the successful candidate will provide support for initiatives within his/her operating territory including efficiencies, board boundary amendments and school accommodation reviews.

Applicants must have either a university degree in a field such as Geography or Planning or a Transportation Technician degree from a recognized community college, combined with certification or experience in GIS applications. The successful applicant will hold a valid Ontario driver's licence and have access to a motor vehicle to travel within the jurisdiction. The duties of this position may require the applicant to attend evening meetings on an occasional basis. Working knowledge of GIS-based transportation routing software and a geographical knowledge of the various municipalities within the Niagara Region would be an asset.

This is a full-time position working which includes a competitive salary (\$21.73 - \$26.28 per hour) and a comprehensive benefits package.

Qualified applicants may apply via email by sending a cover letter and resume to: careers@dsbn.org by Thursday, March 30, 2017 at 4:00 p.m.

Please use "Area Transportation Coordinator Posting" as your e-mail subject line.

We appreciate all the applications we receive, however, only those applicants selected for an interview will be contacted.

Dale Robinson, Chair

Warren R. Hoshizaki, Director of Education

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.