



Full-Time Certified Driving Instructor

Location: 32 Monarch Rd, Guelph, ON, N1K 1S2

Switzer-Carty is the fastest growing privately held school bus company in Ontario and one of the largest school bus operators in Ontario, transporting over 100,000 students each day. Recognized as a leader in the industry, Switzer-Carty is known for delivering superior customer service and having a strong commitment to building a culture that values people and supports employees in doing their best work.

We are currently seeking a Full-Time Certified Driving Instructor for our Guelph Branch. The Full-Time Certified Driving Instructor (CDI) will assist with training of new employees to the safety standard expectations of the company assuring they are qualified and meet all requirements to become a competent capable school bus driver fitting into the company culture. This position will be responsible for administering company safety policies, processes and guidelines in conjunction with the Highway Traffic Act and Ministry of Transportation regulations and laws.

RESPONSIBILITIES:

1. Responsible for training, coaching, developing, monitoring and assuring trainees meet company standards, processes and policies pertaining to our training program, Driver Certification Program and Ministry of Transportation Regulations.
2. Maintains complete and accurate records of training completed, retraining and driver/monitor programs.
3. Drive school routes when necessary
4. Trains and travels to other branches as required
5. Performs Behind the Wheel training
6. Assist with coaching/training Driving Instructors in Training
7. Participation in the Joint Health and Safety of the work force
8. Assist RSM in developing and delivery of Safety workshops, annual seminar, school and community safety awareness programs and overall company training directives.
9. Other duties as assigned.

RELATIONSHIPS:

Establish strong, supportive relationships with the driver workforce, and the Branch Manager. Maintaining professionalism and respectfulness to continually promote and reinforce Switzer-Carty's culture.

SKILLS/QUALIFICATIONS/ EDUCATION:

1. High School diploma preferred. PRIDE certified.
2. At least 3 years of school bus driving experience with a class B license, demonstrates superior driving skills.
3. Clean drivers abstract
4. Strong Interpersonal Skills – ability to build and maintain positive relationships with drivers, branch manager and customers by being an active listener, showing empathy and compassion.
5. Sound knowledge of the Highway Traffic Act and Ministry of Transportation Regulations.
6. Strong knowledge of Microsoft Office – Word, Excel and Power Point.
7. Superior Communication Skills – ability to be an active listener and communicate effectively in both in verbal and written form.
8. Strong Organizational Skills – ability to organize, prioritize and maintain accurate and up-to-date records and follow-up to ensure task completion.
9. Experience presenting and teaching adults both in-person and virtually, in groups and one-on-one.
10. Perform other related duties depending on branch needs

ADDITIONAL REQUIREMENTS:

Must be flexible in working hours and location, and have reliable transportation.

PAY RANGE: \$44,000- \$48,000 per year

TO APPLY: Please email your resume to Jen Mazer, Regional Safety Manager, at Jen.Mazer@switzer-carty.com.

Switzer-Carty Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-Carty welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Role Status: Existing Vacancy