



Position: Senior Certified Driving Instructor – Coach

Location: Casselman, Ontario

Posting Close Date: May 1, 2026

417 Bus Line Ltd., a division of Switzer-Carty Transportation, is a trusted transportation provider serving Eastern Ontario with a strong commitment to safety, reliability, and exceptional customer service. Switzer-Carty is the fastest-growing privately held school bus company in Ontario and one of the largest operators in the province, safely transporting more than 100,000 students each day. Recognized as a leader in the industry, Switzer-Carty is known for delivering superior customer service and fostering a culture that values people and supports employees in doing their best work.

We are currently seeking a Senior Certified Driving Instructor - Coach for our Casselman Branch. The focus of this role is to continually develop the driving skills of our drivers, promote defensive driving habits and eliminate unsafe behaviours. To actively support, train & retrain, investigate and administer company safety policies, processes and guidelines in conjunction with the Highway Traffic Act and Ministry of Transportation regulations and laws. Recruit, interview and train new and existing employees to the safety standard expectations of the company assuring they are qualified and meet all requirements to become a competent capable coach bus driver fitting into the company culture.

JOB DUTIES & RESPONSIBILITIES:

Responsibilities with Branch Manager

- Assists Branch Manager in driver recruitment and interviews.
- Assist Branch Manager in identifying driver training needs.

- Performs route reviews with coaching on corrective actions, investigates driver safety issues.
- Assists in and follows up on the proper functioning of and matters raised by respective Health and Safety Committees.

Responsibilities with Director of Safety

- 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.
- Maintains complete and accurate records of training completed, retraining and driver/monitor programs.
- Trains and travels to other branches as required
- Performs Behind the Wheel training
- Re-training and license certification including of existing driving workforce.
- Perform MTO - Road Tests and Written test for all newly trained participants
- Perform MTO - Road Tests and Written test for Z endorsement
- Maintain DCP entries and system
- Administer SBDIC courses
- Completes all Collision Involved Driver Retraining and documentation
- Maintains complete and accurate records of training completed, driver abstracts, criminal searches, retraining and driver/monitor orientation programs, license renewals and medicals. Assure driver qualification compliance to company policies and Ministry of Transportation regulations, including updating and maintaining driver personnel files and computer files for both Canada and Cross Border drivers.
- Assist in developing and delivery of safety workshops, community safety awareness programs and overall company training directives.
- Works in conjunction with Branch Manager and Regional Safety Manager on claims management and investigation. Ensures thorough and timely investigation, analysis communication, record keeping and completion of reports for the Branch.
- Participate in Joint Health and Safety Committees and meetings

- Assists Branch Manager and Regional Safety Manager in the administration of modified work programs, alcohol and drug testing (if required), driver orientation & student discipline.
- If necessary, cover school routes in the School Bus division
- Other duties as assigned.

RELATIONSHIPS:

- Establish relationship with Manager, Regional Safety Manager and Driver workforce of respect to lead safety initiatives in the Branch.
- Maintain positive mentoring relationships with drivers.

KNOWLEDGE/SKILLS/EDUCATION:

- High School diploma preferred. PRIDE certified in New Driver Training and Z Endorsement.
- At least 3 years of school bus driving experience with a class BZ license, demonstrating superior driving skills.
- Knowledge of the Highway Traffic Act and Ministry of Transportation Regulations.
- Computer experience in Windows environment required.
- Good sound verbal and written communication skills in both English and French.
- Ability to organize and prioritize is integral to this position along with time management and the necessary follow-up required to ensure task completion.
- Experience with presenting and teaching adult students in a class room setting.

PAY RANGE: \$50,000 - \$55,000 per year

TO APPLY: Please email your resume to Vikki Manning, Director of Safety & Training, at Vikki.Manning@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.