



## **Senior Certified Driving Instructor**

### **Location: Guelph Branch**

We are currently seeking a Senior Certified Driving Instructor for our Guelph Branch. We remain true to our core values that the root of our success lies with our people. 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 school 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.
- Investigates, reviews and recommends routing and bus stop safety issues and reports through to the Manager and consortium staff.
- Assists in and follows up on the proper functioning of and matters raised by respective Health and Safety Committees.

##### ***Responsibilities with Regional Safety Manager***

- Re-training and license certification including of existing driving workforce.
- Perform MTO - Road Tests and Written test for all newly trained participants
- 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.
- Assist in developing and delivery of safety workshops, school and 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
- Monitor, track and present safe driving awards annually to all qualifying drivers.
- Assists Branch Manager and Regional Safety Manager in the administration of modified work programs, alcohol and drug testing (if required), driver orientation & student discipline.
- Responsible for coaching, mentoring and developing Certified Driving Instructors (CDI), including identifying and communicating any performance issues or concerns to the Branch Manager and Regional Safety Manager.
- Assist Branch Manager and Regional Safety Manager in the recruitment process for Certified Driving Instructors.
- As directed by the RSM, provide BTW training in the summer months.
- Other duties as assigned.

### ***RELATIONSHIPS:***

1. Establish relationship with Manager, Regional Safety Manager and Driver workforce of respect to lead safety initiatives in the Branch.
2. Establish relationship with schools and consortium staff to administer training programs and assist in investigations of route stops, accidents and incidents.
3. Maintain positive mentoring relationships with drivers.

### **KNOWLEDGE/SKILLS/EDUCATION:**

1. High School diploma preferred. PRIDE certified.
2. At least 3 years of school bus driving experience with a class B license, demonstrating superior driving skills.
3. Knowledge of the Highway Traffic Act and Ministry of Transportation Regulations.
4. Computer experience in Windows environment required.
5. Good sound verbal and written communication skills.
6. Ability to organize and prioritize is integral to this position along with time management and the necessary follow-up required to ensure task completion.

7. Experience with presenting and teaching adult students in a class room setting.

**PAY RANGE:** \$48,000 - \$55,000 per year

**TO APPLY:** Please email your resume to Vikki Manning, Director of Safety and Training, at [Vikki.Manning@switzer-carty.com](mailto: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.