



Transportation Team Manager

Description

The Nazareth Prep Transportation Team Manager is the person who provides guidance and leadership to bus and van drivers on the transportation team. They will design and lead weekly team building meetings that build rapport, employee engagement, and enforce policies and procedures in place. The ideal Transportation Team Manager will have strong organization, oral and written communication skills. They will have problem solving abilities to develop and retain drivers.

Major Responsibilities

- Design and implement policies and procedures that ensure fluid transportation services.
- Weekly team building meetings.
- Document incidents as they arise.
- Develop a scaffolded performance improvement plan for issues that arise.
- Provide/articulate email and phone communications with Nazareth Prep's key leadership team.
- Manage all parental communications
- Manage all communications with Nazareth Prep stakeholders
- Must be willing and physically able to drive a school bus and or van as an emergency backup

Reporting Relationship: Principal of School

Minimum Qualifications:

- Must have a current CDL with Passenger and School bus endorsements.
 - High School Diploma or equivalent.
 - Ability to sit for period of time and drive a school bus as needed.
 - Strong attention to detail.
 - Substantial organization and analytic ability.
 - Computer skills including Google, Excel, Sheets, Powerpoint, Word, Windows.
 - Knowledge of office machines, including copiers and fax machines and database systems.
 - Excellent verbal and written communication.
-
- Act 33, 34 and FBI (education) clearances as well as a pre-employment drug test will be required.

Please apply online at www.hfi-pgh.org/careers to complete an application.