



Safety Officer (Temporary)

If student safety is your passion as well as your profession, take a close look at this opportunity to be the student transportation safety expert for both the Durham District School Board (DDSB) and the Durham Catholic District School Board.

Reporting to the Chief Administrative Officer of Durham Student Transportation Services (DSTS), you will be in charge of developing and coordinating all safety initiatives, safety programs and communications, using current provincial and federal guidelines and best practices throughout North America. As Safety Officer, you will contribute to the development, implementation, maintenance and compliance of a comprehensive Student Transportation Safety Program that includes bus operator safety compliance, evaluation, assessment of safe walk paths and bus stops locations utilizing provincial traffic safety standards, and assessment of school sites to ensure pedestrian safety, and optimal traffic flow and school bus operations on site.

More specifically, as a **Safety Officer**, you will:

- Act as the main point of contact and expert of school bus transportation and safety initiatives.
- Provide expert safety advice, guidance and consultation to consortium staff, school administration and school board staff.
- Assist in creating and maintaining a compliance framework that ensures the consortium and bus operators meet all contract-specific obligations with respect to safety.
- Interpret and apply transportation contract requirements to ensure submission of documentation in compliance with outlined contract requirements, and evaluate transportation documentation.
- Manage the development and facilitation of all transportation safety programs offered at elementary schools throughout the region.
- Initiate, build and maintain relationships with internal and external partners in order to develop, facilitate and promote school-based traffic safety and student transportation safety.
- Contribute to ongoing development of safety-related policies and procedures for the consortium.
- Regularly collect and analyze data on incidents, accidents, delays in services, school facility reviews and all other safety-related issues, prepare and present reports to management and other internal and external stakeholders, as required, and recommend and implement corrective actions or measures to support continuous improvement.
- Develop and implement new safety measures and improvements that support the consortium's strategic plan and key performance indicators.
- Assess, and report on, emerging safety-related best practices, technology improvements and legislative changes on an ongoing basis.
- Identify and analyze school site traffic flow and pedestrian safety through leadership and consultation with board staff, police and municipal staff.
- Develop and re-design traffic flow, school bus flow and pedestrian flow for all schools for both school boards.
- Conduct safety audits on board school bus and at school sites, and develop action plans to identify and initiate corrective actions for safety-related issues identified through the audit.
- Develop and facilitate safety training including legislation, provincial, and municipal mandates and initiatives for consortium and school board staff.
- Manage safety projects and develop programs focused on the elimination of hazards and reduction of accidents and incidents on the school bus and school sites.
- Conduct investigations on accidents and incidents, and develop risk prevention plans and strategies to resolve identified unsafe acts and conditions observed and reported.
- Manage information reporting systems in support of accident and incident analysis and over trend analysis of identified safety-related deficiencies.

- Investigate concerns regarding student transportation safety and compliance issues, analyzing findings and providing recommendation for action.
- Co-ordinate, plan and promote school bus safety initiatives, including safety programs and school bus driver workshops (i.e. First Rider, buster, Intertrain video safety programs, etc.).
- Represent the consortium at provincial, municipal and school board safety-related committees, task forces and meetings.
- Create, in GIS-based Routing software, bus routes for an assigned rural geographic area, using student data provided by the school boards in accordance with transportation policies and procedures.
- Conduct ongoing analysis of vehicle routing, implement modifications, additions and deletions, using GIS-based Routing software as required to improve efficiency and customer service.
- Maintain accurate student and bus route information.
- Make changes to school bus transportation, as required, in response to communication received from parents and schools.
- Liaise with bus operators as required, monitor routes from compliance to contract, planned route and policies and procedures.
- Support GIS-based Routing software generated routes to schools and bus operators.
- Liaise with the school board administration regarding shared busing schedules, emergency situations, school closures and bus cancellations or delays.

Your profile as a qualified **Safety Officer** will include:

- Relevant post-secondary degree from an accredited college or university.
- NAPT Safety Specialist training and Ontario Traffic Council membership, assets.
- At least three (3) years' related experience, preferably in transportation management.
- Demonstrated proficiency in working with computer hardware and software necessary for graphic presentation and mapping, ArcView and GIS-Based Routing Software and Microsoft Office suite (Excel, Word, PowerPoint) and basic GIS concepts and applications.
- Experience with data analysis and creating databases in computer software programs such as Access.
- Experience with safety-related investigation processes and best practices.
- Advanced knowledge of applicable provincial and federal legislation and related regulations, including the Highway Traffic Act, Occupational Health and Safety Act, Ministry of Transportation regulations.
- Experience researching transportation safety and planning issues, evaluating alternatives, making recommendations, preparing and presenting staff reports.
- Excellent communication and presentation skills, both verbal and written.
- Ability to provide a high level of customer service to the public in person, by e-mail and by phone, and deal effectively with regional and municipal contacts, community groups, board administrators, schools and parents in a tactful and professional manner.
- Ability to organize and prioritize a variety of projects/multiple tasks in an effective and timely manner.
- Ability to analyze and process a high volume of complex data with accuracy.
- Knowledge of Durham Region's municipalities and road structures, an asset.
- Possession of, and ability to maintain a valid driver's licence and a clean abstract, as well as daily access to a vehicle with the ability to drive throughout Durham Region.

Salary range: \$72,230 - \$80,256 per year

Please Note: This full-time temporary opportunity is available from November 16, 2018 to November 16, 2019.

The **Durham District School Board (DDSB)** is responsible for public education in the rural settings of Uxbridge, Brock and Scugog Townships and the urban settings of Ajax, Whitby, Pickering and Oshawa. With 130 elementary and secondary schools and learning centres, the DDSB accommodates more than 70,000 regular day students and thousands more who take advantage of a wide variety of continuing

education and adult credit courses.

To apply online for **Posting #2593803**, by **4:30 p.m., Tuesday, September 25, 2018**, please visit the *Vacancies* section of our website at www.ddsb.ca by choosing *Educational Services* under *Employment*.

The Durham District School Board is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our Region. We encourage submissions from candidates who represent the various dimensions of diversity.

While we appreciate all applications received, only those to be interviewed will be contacted.