School Bus Driver Supervisor

Lynch Bus Lines

Job ID
48358

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LOCATION	DATE POSTED	EXPIRY DATE
Burnaby, Burnaby, BC | British Columbia	02-12-2025	27-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Job details:

Employer: Lynch Bus Lines
Position: School Bus Driver Supervisor

Location: Burnaby, BC V5J 3H6

Rate: 37.50 hourly / 40 hours per week

Start date: Starts as soon as possible

Vacancies: 1 vacancy

Benefits: Health benefits, Financial benefits, Other benefits

Terms of employment: Permanent employment, Full time
Early morning, Morning, Day, Overtime required

Overview
Languages
English
French is an asset

Education
College/CEGEP
Business administration and management, general

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Dispatching
- Bus company

Responsibilities

Tasks

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
Supervise workers and projects
Train or arrange for training
Dispatch bus drivers and monitor routes
Co-ordinate and schedule activities
Compile equipment and personnel records, including hours in service, distances, maintenance, repairs required and other data, to produce operating reports
Arrange schedules
Resolve complaints and claims
Resolve itinerary and other problems
Ensure transport compliance with regulations
Conduct performance reviews
Ensure safety procedures are followed
Design new or modify existing schedules using computer software or other methods
Schedule and co-ordinate work on sites
Help with scheduling and workflow
Operate dispatch systems
Assign personnel to equipment and routes and schedule work shifts

Supervision

1 to 2 people
Transportation route and crew schedulers

Experience and specialization

Computer and technology knowledge
MS Access
MS Excel
MS Office
MS Outlook
MS Word
Database software
Geographic Information System (GIS)
Dispatch management service software

Additional information

Work conditions and physical capabilities

Work under pressure

Personal suitability

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Benefits

Health benefits

Health care plan

Financial benefits

Life insurance

Other benefits

Learning/training paid by employer

How to apply

DirectApply

By email

cory@lynchbuslines.com

How-to-apply instructions

Here is what you must include in your application:

Cover letter

References attesting experience

Letter of recommendation

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