



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office

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CAREER OPPORTUNITY

Cross Lake Education Authority

Transportation Supervisor

Cross Lake MB

Full Time Position

Competition #2026-21

Cross Lake Education Authority invites applications for the positions one (1) full-time Transportation Supervisor. We are seeking an experienced, organized, and motivated Transportation Supervisor to lead our transportation team and ensure the safety and efficient operation of our school bus fleet.

POSITION SUMMARY

Reporting to the Manager of Facilities, Maintenance and Transportation, the Transportation Supervisor is responsible for overseeing the daily operations of the transportation department. This includes supervising bus drivers, mechanics, and mechanic helpers while ensuring compliance with provincial legislation, safety standards, and CLEA policies.

QUALIFICATIONS

Education:

- Valid Manitoba Class 4 Driver's Licence with a satisfactory driver's abstract.
- School Bus Driver Certificate or willingness to obtain.
- CPR and First Aid Certification or willingness to obtain.
- Knowledge of the Manitoba Highway Traffic Act, Public Schools Act, and School Bus Regulations.
- Knowledge of school bus safety inspections and transportation operations.
- Experience supervising employees in a transportation, maintenance, or related environment is preferred.
- Strong leadership, organizational, communication, and interpersonal skills.
- Experience with scheduling, inventory management, and employee supervision.
- Proficiency with Microsoft Office and basic computer applications.
- Ability to speak Cree is an asset.

Experience:

- Supervise and support bus drivers, mechanics, and mechanic helpers.
- Coordinate daily transportation operations, staffing schedules, and bus routes.
- Maintain a roster of qualified substitute bus drivers.
- Ensure all school buses meet provincial safety standards and inspection requirements.
- Coordinate vehicle maintenance and repairs with transportation staff.
- Monitor employee attendance, timesheets, and work performance.
- Investigate and respond to transportation concerns from parents, schools, and the public.
- Coordinate emergency transportation responses when required.
- Manage transportation inventory, equipment, and supplies.
- Identify staff training needs and coordinate required training.
- Ensure compliance with all applicable legislation, workplace safety requirements, and CLEA policies.
- Perform other related duties as assigned.

REQUIREMENT

- The successful candidate will be required to provide a Criminal Record Check and Child Abuse Registry Check at start of employment and updated checks every two (2) years during employment
- A majority of CLEA employment positions are considered “safety sensitive positions” (working with children); therefore, a mandatory drug policy is in place, and all staff are required to undergo drug testing as a condition of employment. The authority for this policy is under the Cross Lake Band of Indians **By-law #279-105-25**. A by-law to Prohibit Illegal Drugs.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: **Open until filled**

We thank all who apply and advise that only those selected for further consideration will be

contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>