



## **JOB OPENING**

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**POSITION:** **Transportation Manager**  
**REPORTS TO:** **Chief Financial Officer and Operations**  
**WORK LOCATION:** **School Wide**

### **PURPOSE**

Under the direction and supervision of the Chief Financial Officer and Operations, the Transportation Manager is responsible to manage, coordinate, administer and control the bus service operation for students, teachers and staff in order to provide safe bus trips for all bus users and to ensure all bus riders arrive safely and on time at school and back at home.

### **QUALIFICATIONS, EXPERIENCES and ATTRIBUTES**

1. Minimum Bachelor's Degree
2. Fluent in written and spoken English
3. Minimum five years of experience in similar fields
4. Have strong technology skills and computer literacy skills
5. Highly developed organizational ability, initiative and motivational skills
6. Ability to work independently and in coordination with Administrators and Board of Management
7. Capacity to succeed in a dynamic, fluid, local environment
8. Demonstrated experience in multilingual and multicultural environment
9. Demonstrated knowledge of Transportation Management and Bus Operations
10. Outstanding personal communication skills when meeting with the public, staff, parents and students
11. Clear commitment to Child Protection, safety, service learning and environmental stewardship

### **DUTIES AND RESPONSIBILITIES**

1. Manages, coordinates and administers the system and operation of students and Teacher Staff daily bus services, fieldtrips, late bus/after school activities, school services, late bus, special school guests, new overseas hire teachers, school ambulance service in order to provide safe and on time transportation for JIS community
2. Manages and coordinates selection and recruitment process of drivers, drivers' coordinators, bus provider's Liaison Officer, bus chaperones; and solve driver problems in order to acquire the best human resources to support and perform transportation system in organization
3. Coordinates and controls bus maintenance and repair standards; monitors the bus making and production process at the manufacturing site (regarding technical specification, brand, design, color, etc.) in order to assure all vehicles used are in safe and good condition
4. Develops, plans and schedules training program for drivers and chaperones such as bus safety drills, customer service, basic job training, emergency workshop, technical skills and other trainings as needed
5. Manages schedule, prepares materials and conducts JIS-Big Bird Annual Transport Seminar sponsored by Big Bird participated by JIS Transport Staff, Liaison Officers, Drivers Coordinators and Ciputat Depot Officials
6. Manages and prepares the Transport Annual Budget
7. Ensures the issuance of monthly billing for students and Teacher Staff bus service as well as payments to Big Bird as scheduled.

8. Manages, coordinates and reviews the preparation and development of bus contracts, handbooks (for students, teachers/staff, bus chaperones and drivers), Joint Operational Guidelines and other bus policies regarding school bus usage
9. Plans, selects, develops, coaches and evaluates human resources in Transportation Department in order to attain competent and productive team
10. Performs other directed tasks and duties as required by Chief Financial Officer & Operation

**Builds Positive Interpersonal Relationships**

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

**Ongoing Professional Growth**

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

**Apply to:     [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)**