



AGAPE TRAVEL & TOURS

A DIVISION OF J DIAMOND INC

Safety & Charter Bus Fleet Manager

JOB DESCRIPTION

We are actively seeking a diligent and accountable Safety and Charter Bus Fleet Manager to join our team. The ideal candidate will have mechanical and technical knowledge, along with exceptional leadership and supervisory abilities. In this role, you will be responsible for directing and supervising all aspects of daily motorcoach safety and compliance operations. The ability to train drivers and oversee the hiring process is essential. Previous experience in a similar capacity is a mandatory requirement for this position.

Safety/Heavy Equipment Maintenance Manager Duties and Responsibilities

- Oversee, manage, and lead all motorcoach maintenance procedures and operations
- Ensure all motorcoaches meet the required operational standards
- Assess and enforce work processes for heavy equipment maintenance in motorcoaches to enhance efficiency
- Implement proactive management strategies to effectively oversee operations and safety protocols
- Handle coordination and dispatching of drivers and motorcoaches
- Use data analysis to proactively identify and mitigate potential issues in the future
- Work with external vendors, including mechanics, to facilitate operations
- Develop and execute measures to minimize breakdowns and repairs by performing thorough quality checks on all machinery, tools, and equipment
- Troubleshoot problem areas and create clear action plans for repairing necessary parts
- Manage all aspects of driver safety training, accident prevention, and driver accountability
- Provide overall leadership and guidance for fostering a safety culture and environment
- Oversee repair process including but not limited to training new driver employees and knowledge of Clearinghouse with experience in regulations regarding driver qualification files
- Establish a work environment that places a strong emphasis on safety
- Ensure adherence to company policies and procedures within the department including by not limited to Implementing and enforcing transportation scheduling and policy changes



AGAPE TRAVEL & TOURS

A DIVISION OF J DIAMOND INC

Fleet Manager Requirements and Qualifications

- Proficiency in light mechanical skills
- Experience in operations, business administration, management, or a related field
- **CDL with passenger endorsement required**
- 5+ years relevant experience in safety fleet management
- Extensive expertise in various mechanical systems
- Prior managerial experience is strongly preferred
- **Capable of effectively and efficiently managing both administrative and mechanical duties**
- **Candidate must be able to do light mechanical work such as changing belts, filters, checking fluids, tire pressure, etc.**
- Consistently prioritizes safety above all else
- Proficiency in computer skills is preferable
- Knowledge of the Bushive software is a plus
- Exhibits strong leadership skills

Job Type:	Full-time
Salary Range:	\$45,000.00 - \$65,000.00 per year
Benefits:	Paid time off
Schedule:	8 hour shift <i>*Due to the nature of the business, hours may vary</i>
Education:	High school diploma or equivalent (Required)
Experience:	Fleet management: 2 years (Required)
Location:	In-person. <i>This position does not offer remote work.</i>