

Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative, and comprehensive international school for students aged 4 to 18 years. An inspirational faculty and staff create an exceptional learning environment that motivates all students to be globally minded, academically successful, well-balanced, and prepared for future challenges and responsibilities.

We are looking for a

School Bus Transportation Manager (m/f/d) (80-100%)

YOUR KEY RESPONSIBILITIES:

1. Coordination with our private bus companies:
 - Establishing and maintaining strong partnerships with currently 9 contracted bus companies for 72 private buses.
 - Negotiating contracts, monitoring performance, and ensuring high standards of service delivery.
 - Conducting regular communications, consultations and training (e.g. Child Protection and Cultural Training) with partners to drive continuous improvement in operations.
 - Daily bus duties in our bus park.
2. Route Planning & Budget Management:
 - Coordinate and manage all school bus routes for morning and afternoon services for our whole day school.
 - Identify buses with low passenger numbers for possible reassignment or cancellation to save costs.
 - Prepare and manage the transportation budget. Conduct cost planning and monitoring expenditures.
3. Student Registration and Data Management:
 - Ensure effective registration of students and staff for our private bus system.
 - Process re-registrations, update records, enter bus details into the IT system and enroll new students.
4. Communication and Coordination:
 - Developing communication strategies to keep all stakeholders (bus companies, families etc.) informed about updates and changes in transportation services and the value of our bus service.
 - Liaise with bus companies to verify new routes and address any potential issues.
 - Follow up with families who have not responded to transportation re-registration or submitted incomplete contracts.

- Coordinating closely with school leadership, administrative teams, and other relevant departments.
 - Set clear expectations for adequate student behavior on buses based on school values (Respect, Care, Integrity, Trust).
 - Representing the school in external forums and events related to transportation and logistics.
5. Record Keeping and Reporting:
- Maintain accurate and up-to-date passenger lists and other relevant records.
 - Update billing details and budget information in IT Systems in early August.
 - Print and distribute new passenger lists and other necessary documents.
6. Problem Solving and Adaptability:
- Handle address changes, road closures, and other unforeseen issues promptly.
 - Assist new families and manage new contracts on Orientation Day, ensuring a smooth start to the school year.
7. Team Leadership:
- Lead, motivate, and develop both the internal team and external partners.
 - Plan and execute training programs for staff and develop operational and strategic initiatives in the fields of transportation.
 - Foster a solutions-oriented and productive team culture.

REQUIREMENTS & QUALIFICATIONS:

- A degree in Business Administration, Transportation Management, Logistics or a comparable education and experience.
- At least 5 years of professional experience in a senior role in transportation/logistics management, ideally within the education sector or a similar environment.
- Excellent hands-on organizational and time management skills, stress resistance, and problem-solving abilities.
- Ability to think strategically while managing operational details daily with resilience.
- Interpersonal and communication skills both in German and English.
- Must be willing to work flexibly, including during off-peak times, and be available on call, especially on school days.
- Must be available during summer holidays leading up to the beginning of the school year and until the bus operation runs smoothly again.
- Strong leadership skills and experience in collaborating with external service providers and partner companies.
- Experience in budget management and cost-saving initiatives.
- Attention to detail and accuracy in data entry and record keeping. Proficiency in using IT systems (MS Suite 365, etc.) and software solutions.
- The ability to train and supervise any support staff or volunteers involved in transportation coordination.

WE OFFER AT MIS

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Initially a 2-year contract, with possibility to extend it time-unlimited
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment

YOUR APPLICATION

We look forward to receiving your application! Please send it to employment@mis-munich.de.

Munich International School e.V.

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Human Resources • employment@mis-munich.de