

School District No. 8 (Kootenay Lake)

Job Description

Status: Approved
Date: October 2012

Job Title

Transportation Coordinator Assistant

Job Summary

An employee who operates a school bus, ensuring that the vehicle is in safe condition and in accordance with all requirements of the Motor Vehicle Act and Board Policy and directs the work of others doing the same work, as directed by a Supervisor, a variety of functions related to the District's transportation system.

Job Requirements

1. Possess a valid B.C. Class 2 (minimum) Driver's License including an air endorsement.
2. Completion of the School District #8 Bus Driver Training Program.
3. May be assigned a bus route.
4. May drive extra bus trips.
5. Assign drivers to callouts.
6. Respond to queries from staff, parents, students, and the public as to existing bus schedules and routes.
7. Maintain, collect and verify records relating to financial transactions, dispatch and timesheets and forward to appropriate personnel as required.
8. Collect and maintain ridership information in the database.
9. Ensure log books and duty status sheets are complete and up-to-date.
10. Ability to communicate effectively.

Approved: October 2012
On behalf of CUPE Local 748

Tracy Carson

Transportation Coordinator Assistant
On behalf of School District No. 8 (Kootenay Lake)

Susanne Morris

11. Ability to establish and maintain good working relationship with school district personnel, parents, students, the public, and other agencies such as the Ministry of Transportation, Police, etc.
12. Ability to maintain a professional attitude and confidentiality in all working relationships.
13. Ability to operate computer for basic word processing, spreadsheets, e-mail, and transportation management software relating to routes/schedules.
14. Ability to work flexible hours with minimal supervision.
15. Ability to work well under pressure and utilize effective time management skills.
16. Good working knowledge of the current CUPE Collective Agreement.
17. Must have understanding and knowledge of safe work practices.
18. Assign spare custodians to work areas and/or extra work as required.
19. Perform other job related duties as may be assigned.

Job Conditions

1. Work can be stressful, requiring constant alertness and concentration in a constantly changing environment.
2. Work can be emotionally and mentally demanding.

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Jacqui Caron

Transportation Coordinator Assistant
On behalf of School District No. 8 (Kootenay Lake)

Susanne Mornis