



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: Approved

Date: May 9, 2014

Job Title

Transportation Coordinator

Job Summary

Reporting to the Director of Operations or designate, an employee who supervises employees and directs and coordinates a variety of functions relating to the District's Pupil Transportation System.

Job Requirements

1. Possess a valid B.C. Class 2 (minimum) Driver's License including an air endorsement.
2. Successful completion of a Driver Training Instructor's Course approved by the board such as the Ed Fourchalk Safety Associates Drive Smart Program or approved equivalent such as the Professional Instructor & Driver Education Program and/or Thinking Driver Program.
3. Participates in upgrading Instructor's Training courses provided by SD8 as required.
4. Thorough understanding of Motor Vehicle Act, National Safety Code and School District #8 Pupil Transportation Procedures manual.
5. Communicates effectively.
6. Establishes and maintains good working relationships with school district personnel, parents, students, the public and other agencies such as Ministry of Highways, Police, etc.
7. Is part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public.
8. Organizes and provides effective instruction to students, staff and other individuals.
9. Uses technology and computer based programs for a variety of tasks which may include record keeping, surveillance and communication.
10. Is flexible and works with minimal supervision.
11. May be required to perform dispatching duties and emergency response outside of normal work hours.
12. Works well under pressure and utilizes effective time management skills.

Approved: May 2014
On behalf of CUPE Local 748:

[Signature]

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

S. Morris

13. Assign drivers to call outs.
14. Good understanding of Collective Agreement, particularly provisions of call-out procedures as may be required to provide and oversee dispatch services.
15. Provides formal evaluation of employees operating district vehicles.
16. Develops, designs and maintains routes along with route analysis as required
17. Participates in investigations of accidents involving district vehicles.
18. Develops, maintains and delivers student bussing safety training program.
19. Administers and conducts student discipline procedures.
20. Investigates complaints from parents, students and the public.
21. Participates in bus procurements and bus assignments.
22. Must have understanding and knowledge of safe work practices.
23. Performs other job related duties as may be assigned.

Job Conditions

1. Work can be stressful, requiring constant alertness and concentration.
2. Work can be emotionally and mentally demanding.
3. Required to travel and be outdoors when evaluating drivers, routes and stops and investigating accidents.

Approved: May 2014
On behalf of CUPE Local 748:

M. Letham

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

S. Morris