



School District 8  
Kootenay Lake

Group: CUPE

Title: Transportation Coordinator

Dept.: Operations

Location: Nelson Operations

**Position Description:**

Plans, directs, coordinates, and supervises student transportation for all schools within the district. Provides school bus driver training, ensures safety, procedural and regulatory compliance is followed.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

Transportation Coordinator Assistant, Bus Drivers, Administrative Assistant Transportation

**Duties & Responsibilities:**

- Directs, trains, supervises, and coaches Transportation Coordinator Assistant and Bus Drivers.
- Establishes and maintains good working relationships with school district staff, parents, students, the public and other agencies.
- Organizes and provides instruction to students, district staff and other individuals regarding transportation.
- Performs drivers' evaluation of support staff operating district vehicles and provides recommendations.
- Uses computer-based programs for a variety of tasks including student routing, record keeping, and surveillance.
- Develops, designs, analyzes, and maintains district bus routes.
- Collaborates with the school administrator or parent regarding student behaviour issues.
- Responds to concerns and/or requests from parents, students, and the public.
- Composes letters and memos.
- Participates in investigations of accidents involving district vehicles.
- Participates in upgrading driver training courses as required.
- Performs dispatching duties and emergency response outside of normal work hours.

- In addition to the above duties, the Transportation Coordinator performs all duties of a Transportation Coordinator Assistant or Bus Driver as required. (TCA Bus Driver JD link)

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

## **Job Requirements: Minimum Qualifications**

### **Education & Experience:**

- Grade 12
- Class 2 driver's license with air brake endorsement.
- Two years of professional driving experience in a school bus.
- Experience operating standard office equipment, and applicable software applications
- Level One First Aid
- Successful completion of the Provincial School Bus Driver Instructor Course or an equivalent commercial driver instructor's course, approved by the board.

### **Skills & Knowledge & Abilities**

#### **SKILLS:**

- Skilled in the operation of a school bus including pre and post trip inspection procedures.
- The proper operation of a two-way radio.
- Good verbal and written communication skills
- Good leadership, presentation, organizational, and time-management skills.
- Customer service approach and an ability to manage difficult situations with tact and diplomacy.
- Skilled in managing students, with a sensitivity and understanding about building good relationships with children and youth.
- Skilled in training and providing coaching to school bus drivers.

#### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations, and codes.
- Knowledge of the CUPE Collective Agreement.

#### **ABILITY**

- Ability to work with staff and students and respond effectively.
- Ability to navigate emergent situations.
- Ability to communicate and maintain effective working relationships with the public, school district staff, and various outside agencies/suppliers.
- Ability to effectively coordinate transportation requirements for the district.
- Ability to understand and implement transportation procedures.
- Ability to organize and prioritize workload with limited supervision, including managing requests and problem solving.
- Ability to understand and implement office procedures.
- Ability to plan, present and train bus driver on professional development.

## RESPONSIBILITY

- Working under limited supervision using standardized practices and/or methods.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.
- Communicate with parents in correcting student behavior.
- Communicates appropriate information to all stakeholders.
- Manages confidential and sensitive information with discretion and professionalism.
- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures, and safety protocols.
- Ensuring the safety of student transportation through school bus driver evaluation, coaching and training as well as through instructing students in school bus safety orientation training.

## WORKING ENVIRONMENT

- Work is primarily indoors but also involving work inside a school bus and require outside work which may be in varied conditions dependent on weather and location.
- Extended periods of sitting or standing in one place.
- Extended periods of screen time.
- Working through possible emergency situations.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and navigating challenging interactions and situations.
- Must be able to work with minimal supervision.
- Extensive travel in all types of weather throughout the year.

## SALARY:

- Wages and employment benefits per CUPE collective agreement.

## KEY RELATIONSHIPS:

Good Working relationship with

- School District 8 staff
- Students
- Parents/guardians
- Vendors and Contractors
- Other relevant government agencies

Next scheduled revision: Spring, 2028

Revised and agreed: November 22, 2024

Reviewed May 9, 2014