

Group: CUPE

Title: Transportation Coordinator Assistant

Dept.: Operations

Location: Nelson/Creston Operations

**Position Description:**

Directs the work of bus drivers, performs dispatching duties, ensures safety, procedural and regulatory compliance is followed. Coordinates co-curricular and extra-curricular student transportation for schools and ensures district student transportation requirements are provided.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

Bus Drivers

**Duties & Responsibilities:**

- Performs bus driver dispatching duties.
- Coordinates co-curricular and extra-curricular student transportation for schools.
- Collaborates with the transportation shop in allocating equipment.
- Monitors the bus radios and troubleshoots transportation issues as they arise.
- Uses computer-based programs for a variety of tasks including student routing, record keeping and surveillance.
- Notify the school administrator or parent regarding student behaviour issues.
- Respond to queries from staff, parents, students, and the public as to existing bus schedules and routes.
- Maintain, collect, and verify records relating to financial transactions, work allocation, and staff attendance records and forward to appropriate staff as required.
- Collect and verify the accuracy of transportation staff timesheets and forward to manager for approval.

- Collect and maintain ridership information.
- Ensure bus driver logbooks and duty status sheets are complete, up to date and filed appropriately.
- Maintains and orders office and stationary supplies, materials, forms and manages equipment.
- May be assigned a bus route or drive extra bus trips.
- In addition to the above duties, the transportation coordinator assistant performs all duties of a bus driver as required. (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

### **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, organizing and time-management skills.
- Customer service approach and an ability to manage difficult situations with tact and diplomacy.

#### **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.

## 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.

## 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.

## SALARY:

- Wages and employment benefits per CUPE collective agreement.

## Good Working relationship with

- School District 8 staff
- Public
- Vendors and Contractors

Next scheduled revision: Spring, 2028

Reviewed and agreed: November 22, 2024  
Reviewed October 2012