POSITION TITLE:

TRANSPORTATION OFFICER

Reports to: Supervisor of Transportation

Function/Purpose:
To provide training and professional development to bus drivers in the division. To facilitate the safe and efficient transportation of students. Maintain student routing system with division routes.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- A recognized post-secondary Certificate, Diploma or Degree or equivalent post-secondary education in a related area as approved by the Board of Education would be considered an asset.
- Possess a valid driver's license for at least 5 years and either possess or have the ability to obtain a school bus endorsement.
- Basic understanding of the transportation operations
- Must be proficient with computers and be familiar with basic computer applications and software packages.
- Other related training or experience would be an asset.
- A satisfactory Criminal Record Check

Required Skills and Abilities:
Demonstrated capability and performance in the areas of:

- Excellent interpersonal and communication skills, both verbal and written
- Excellent listening skills
- Accurate filing skills
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Ability to maintain strict confidentiality with respect to Division operations
- Ability to deal with a broad range of members of the public
- Self-directed, tasks and goal oriented
- Display a positive attitude

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative

Duties and Responsibilities:
Without restricting the generality of the description above, the Transportation Coordinator shall perform such duties and responsibilities as may be assigned, including but not restricted to the following:

- Onboard and offboard all bus driver employees
- Ensure drivers are performing bus evacuations annually
- Assist with the planning and delivery of professional development to bus drivers
- Provide training and assistance to potential new bus drivers to obtain an S endorsement
- Plan and participate in annual bus driver safety meetings

- Provide training and information to bus drivers regarding division policies and procedures
- Liaise with outside agencies as required ie: SGI. Communicate new regulations to all bus drivers when necessary
- Prepare and train drivers regarding appropriate student behaviour on the bus
- Promote and implement all school-based safety programs
- Communicate tactfully and jointly with bus drivers, parents, school-based administration and division office staff in an ongoing manner
- Communicate with drivers regarding any route alterations or new student additions Communicate with drivers via email, school-based mailboxes any necessary information to assist them in performing their duties
- Deal with driver concerns as deemed appropriate and in accordance with policy and procedures
- Utilize technology appropriate for maintenance of bus route development, reporting and planning
- Create and maintain division bus routes
- Review, approve and oversee the entry of bus driver leave requests
- Review and reconcile bus driver log sheets, maintain driver logs for government audits
- Compose reports, letters and memos relating to transportation issues

Supervision of Staff:
This position involves assisting the Supervisor of Transportation with the supervision of Bus Drivers.

Judgment, Independence and Client Contact:

- Confidentiality
    - A Transportation Officer is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentially is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
    - The employee is expected to work independently with minimal supervision and as a team player

- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working closely with other personnel in this and other departments and schools daily.

- Responsibility for Quality of Assigned Work
    - The employee is responsible for the quality of the work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate and timely processing and relay of information.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 14, 2026