

POSITION TITLE: TRANSPORTATION OFFICER

Reports to: Directly: Supervisor of Transportation

Indirectly: Chief Financial Officer

Function/Purpose:

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.
- Must be proficient with computers and be familiar with basic computer applications and software packages.
- Other related training or experience would be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration
- Working with minimal supervision
- Organizational skills
- Interpersonal and communication skills
- Initiative and adaptability.
- Prioritizing multiple demands.

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:

Support and Leadership to Bus Drivers

- Assist in the hiring, supervision and evaluation of bus drivers.
- 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 (i.e SGI) Communicate new regulations to all bus drivers when necessary.

Student Management

- Prepare and train drivers regarding appropriate student behavior on the bus
- Assist drivers with any difficulties related to student management
- Promote and implement all school based safety programs

Communication

- 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 mail boxes etc. 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.

Office Procedures

- Review, approve and oversee the entry of bus driver Leave Requests
- Monitor and Compensate bus drivers for extracurricular travel
- Review and reconcile bus driver log sheets
- Maintain and up keep files pertaining to National Safety Code Standards (i.e annual abstracts and driver licenses)
- Monitor and compensate “Ride Along” training pay.
- Compose reports, letters and memos relating to transportation issues.

Judgment, Independence and Client Contact:

- **Confidentiality**

The Transportation Coordinator 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 school 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 confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence**

The Transportation Coordinator is expected to work independently, take initiative and work with minimal supervision.

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