

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **TRANSPORTATION CLERK/DISPATCHER**

**JOB SUMMARY:**   An employee hired to support daily operations within the Transportation Department.  
The employee is responsible to the Manager of Operations or designate.

#### **QUALIFICATIONS REQUIRED:**

1. Office Administration certificate from a recognized post secondary institution
2. Training and demonstrated competence in the use of various computer programs, word processing, spreadsheets and databases is essential
3. Minimum keyboarding speed 55 WPM
4. Level I first aid training or equivalent would be an asset
5. Transportation experience would be an asset

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Be self directed, work independently and/or work collegially in a team environment.
3. Solve problems related to the position.
4. Manage a variety of safety issues.
5. Work with disagreeable conditions from time to time.
6. Maintain confidentiality.
7. Operate computer for basic word processing, spreadsheets, and comprehensive knowledge of bus stops routing, maintain and modify bus routes/schedules and maintain accurate records and files.
8. Understand the Collective Agreement, particularly provisions of call-out procedures as required to provide dispatch service.
9. Ability to work well under pressure and utilize effective time management skills.
10. Ability to be flexible and work with minimal supervision.
11. Ability to establish and maintain good working relationship with school district personnel, parents, students, the public and other agencies such as Ministry of Highways, Police, Social Services.
12. Ability to maintain a professional attitude and confidentiality in working relationships with drivers, school personnel, students, parents, and the public.
13. Initiate plans and conduct department requirements in a complex environment.
14. Must have thorough knowledge of bus routes and school boundaries.
15. Must have the ability to work with transportation software.

## **RESPONSIBILITIES AND DUTIES:**

1. Maintain accurate records and files pertaining to National Safety Code requirements.
2. Assist in submitting annual application for driver abstracts, as required by National Safety Code.
3. Process fleet insurance renewals.
4. Process annual inspection facility permit.
5. Create correspondence necessary for the transportation Department.
6. Estimate, schedule, assign extra-curricular field trips.
7. Calculate extra curricular field trip billings.
8. Call in replacement drivers from spare list.
9. Coordinate work assignments for drivers.
10. Communicate with bus drivers by way of 2-way radio i.e., missing children, mechanical problems, changes to special needs students' requirements etc.
11. Provide bus drivers with rider lists and inform them of new students.
12. Provide bus drivers with medical alert information.
13. Assist in the new/replacement of fuel cards. Monitor/update data programs in the fleet fuel account and report any abnormalities to supervisors.
14. Maintain accurate records and files pertaining to transportation, bus routes, and student data.
15. Assign students to bus routes.
16. Adjustment of bus routes to reflect yearly changes i.e., student population/movement, school time changes and addition of new schools.
17. Respect the confidentiality of correspondence and discussions.
18. Deal with initial parent inquiries relative to bus routing and practices.
19. Perform other job-related duties.