

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: TRANSPORTATION ASSISTANT

JOB NO: 252A

RESPONSIBLE TO: Director of Facilities or Designate

JOB SUMMARY: Under the supervision of the director of facilities or designate, the transportation assistant provides transportation administrative assistance and assists with supervision of bus drivers.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. assist with bus route scheduling and provide support for en route drivers;
2. respond to enquiries, identify issues of concern and, depending on severity, either resolve or report to supervisor;
3. dispatch bus drivers and custodians;
4. operate office equipment and relevant software;
5. orientate new bus drivers and familiarize students with bus safety rules;
6. coordinate, instruct, certify and track driver safety and training programs;
7. assist in developing and revising bus safety policies and procedures;
8. maintain, monitor and track records, forms and documents such as dispatches, student data, logs, fuel usage, safety inspections, and fleet maintenance;
9. report bus deficiencies and malfunctions to the mechanic and initiate work orders;
10. organize field trip transportation including driver dispatch, trip costs and invoice details;
11. keep current by participating in job-related training and staff development;
12. communicate positively and effectively, and interact as a collaborative and consultative team member;
13. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, and National Safety Code;
14. maintain confidentiality; and
15. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus certification in Drive Smart and Thinking Driver (Basic, Instructor, and School Bus In-Vehicle Instructor), and relevant courses in computer software (eg spreadsheet, database and word processing);
2. Class 2 BC driver's licence with air endorsement and a safe driving record (driver abstract required);
3. two years experience in bus passenger transportation including administrative assistance and transportation software (eg Fleet Vision, VersaTrans, Zonar, Seon, and GPS);
4. thorough understanding of the Motor Vehicle Act and National Safety Code;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.

Rev Sept 2, 2014

Note: Clear criminal record checks are required prior to employment with the district.