

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: District Transportation Coordinator
Job No: 251

POSITION SUMMARY: Under the supervision of the Manager of Transportation Services the incumbent is responsible for the operation of the Transportation Office and ensuring safe, efficient, and effective transportation of students. This includes performing a variety of administrative, clerical and receptionist duties, responding to inquiries as directed or as required and dispatching employees. This position also assists with the scheduling, assigning, planning, organizing, and directing of bus drivers and bus mechanics.

POSITION DUTIES AND RESPONSIBILITIES:

- Provides supervision to bus drivers related to scheduling and route coordination and advises the Manager of Transportation of student behavioural problems, route delays, and/or cancellations.
- Ensures accuracy of pre-trip inspection reports, record of duty status, bus defect reports, student discipline notices, expense claims, timesheets, transportation requests, driver medical exams, traffic violations (RCMP), and any other forms submitted by bus drivers or mechanics.
- Prepares all materials related to written correspondence, reports, route sheets, meeting minutes, work orders, cash deposits, requisitions, and purchase orders.
- Maintains files and records, including the receipt and verification of invoices and delivery of goods. Reviews approval and coding of invoices for Accounts Payable. Completes monthly Visa allocations for Visa holders.
- Utilizes the student transportation software package for routing, activity trips, dispatching, bus registration, and managing the resources files within the system. Supports the school's utilization of the system.
- Tracks requisitions, bills and invoices related to bus and rider charge-outs.
- Prepares weekly journal entries for billing related to activity trips, monthly journal entries for transportation assistance and other basic accounting work as needed.
- Utilizes the fuel management system and prepares monthly fuel billing for maintenance.
- Prepares adequate driver fund advances for trips and reconciles receipt of monies spent and returned.
- Books hotel accommodation and ferries as needed for drivers.
- Assists with bus route preparation and modification, driver dispatching, complex activity travel, and bus arrangement.
- Posts messages on SD22 social platforms to inform the school community of delays, cancellations, and/or emergencies.
- Manages emergency calls as required, ie: lost child, bus break down, accidents etc.
- Purchases supplies for the office and buses as required.
- Communicates and responds to inquiries made by the public, staff, and agencies including interacting with angry or upset people.
- Monitors radio as required, and receives, screens, and directs phone calls and mail as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six months of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One (1) year of recent successful experience in a school or district based secretarial position to gain broad office experience including the proven ability to operate the school district administrative computer package.
- Proven intermediate to advanced computer skills required to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Willingness and ability to learn and operate the School District transportation computer package.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

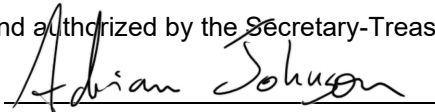
- Proven ability to exercise moderate judgement following established procedures and policies to evaluate and determine the most appropriate action from a variety of alternatives.
- Proven ability to communicate effectively, both orally and in writing, with agencies, staff, students, and the public using tact and discretion, when coordinating activities, and during tense or emotional situations.
- Proven organizational skills.
- Proven ability to work independently with minimal direction and troubleshoot/manage daily objectives and deadlines.

- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen and heard.
- Demonstrated ability to prioritize and problem solve in emergency situations, multi task, and adapt to continually changing environments.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature:



Date: April 8, 2025

Revised:

May 2022
April 8, 2025