



# Transportation Coordinator

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## POSITION DESCRIPTION TRANSPORTATION COORDINATOR

### **TRCD - 1**

Co-ordinates Board busing and student air travel requirements with transportation companies and airlines.

### **TRCD - 2**

Checks, verifies, calculates and authorizes transportation assistance requests and payments to transportation companies.

### **TRCD - 3**

Compose, types and authorizes correspondence relating to student transportation.

### **TRCD - 4**

Inputs information from a variety of source documents utilizing various computer programs.

### **TRCD - 5**

Provides information and assistance to parents, the public, District staff and outside organizations by telephone and in person.

### **TRCD - 6**

Gathers data and prepares budget projections to assist supervisors with the preparation of the annual transportation budget.

### **TRCD - 7**

Reconciles computer printouts of transportation budget reports and makes corrections.

### **TRCD - 8**

Records and transcribes minutes of meetings for internal and departmental distribution.

### **TRCD - 9**

Assists in the preparation of reports on all aspects of

transportation for submission to the Ministry of Education.

**TRCD - 10**

Sets up, prepares and maintains various reports utilizing microcomputer data bases and spreadsheet applications for transportation, Board vehicle maintenance, energy management and WHMIS, MSDS manuals and labeling.

**TRCD - 11**

Moves and lifts office supplies up to 18 kg. (40 lbs.).

**TRCD - 12**

Operates equipment such as a typewriter, microcomputer, computer terminal, fax, photocopier, calculator, paper cutter and paper shredder.

**TRCD - 13**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS FORM  
TRANSPORTATION COORDINATOR**

<b>EDUCATION</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Grade 12 or equivalent  <b><i>OTHER RELATED COURSES</i></b>  Some post secondary courses in accounting practices  Some post secondary courses in office practices or equivalent
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  1 to 2 years specific experience OR  2 to 4 years related experience  (life experience will be considered)

<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Broad knowledge of accounting practices and principles</p> <p>Broad knowledge of at least 2 software packages of database management and/or word processing applications</p> <p><b><i>JOB SPECIFIC REQUIREMENTS (when required)</i></b></p> <p>Broad knowledge of WHMIS</p> <p>Broad knowledge of scheduling maintenance</p> <p>Broad knowledge of computer accounting and spreadsheet applications</p> <p>Broad knowledge of budget preparation and control</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding at 40 W.P.M.</p> <p>Mathematical ability to perform job related calculations</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Confidentiality</p> <p>Flexibility</p> <p>Patience</p> <p>Responsibility</p> <p>Tact/Courtesy in explaining and/or exchanging data or information</p> <p>Oral communication skills including the ability to relate to staff and the public</p> <p>Persuasive diplomacy</p> <p>Ability to work with minimal supervision</p> <p>Ability to work in a team/school setting</p>

	<p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to research and prepare statistical data</p> <p>Ability to liaise with outside agencies</p> <p>Ability to provide information and assistance by telephone or in person</p> <p>Ability to deal with requests, complaints or clarification of information</p> <p>Creativity/Innovative</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to document, summarize and interpret information</p> <p>Analytical ability</p> <p>Organizational skills</p> <p>Ability to pay close attention to detail</p> <p>Ability to manage time appropriately</p>
<b>WORKING CONDITIONS</b>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p>