



Transportation Coordinator

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POSITION DESCRIPTION TRANSPORTATION COORDINATOR

Reporting to the Manager of Fleet/Transportation & Grounds, the Transportation Coordinator manages the Transportation Administrative Services including arranging student transportation, routing buses, communication/liaison work, coordinating office procedures, records management, and department accounts.

TRCD - 1

Co-ordinates transportation requests for Board busing, including inclusive & diverse student bussing

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

Processes BC Transit passes each month, sending passes to schools, maintaining records, and returning unused passes to BC Transit.

TRCD - 5

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

TRCD - 6

Gathers data to assist supervisors with the preparation of the annual transportation budget and inquiries from the ministry. Create and maintain routes. Work with contractors around routing options.

TRCD – 7

Processes invoices, cheque requisitions, reimbursements, Fleet and Transportation Mastercard charges for Financial Services. Uses BMO Spend Dynamics, as first approval. Calculates and verifies contracted bus companies and BC Transit invoices for Supervisor approval.

TRCD - 8

Coordinates the on-line application process, and maintains the student admin system for inclusive & diverse student/regular program bussing and BC Transit. Creates the SD61 scan bus passes for regular program students. Records attendance for Special Needs buses

TRCD – 9

Assists with Field trip management on-line, RFP submissions and other requests for the SD61 owned buses (Traversa).

TRCD - 10

Attends, schedules and assists with meetings, workshops, and training related to Transportation. Records and transcribes minutes of meetings for internal and departmental distribution.

TRCD - 11

Assists in the preparation of reports on all aspects of transportation for submission to the Ministry of Education.

TRCD – 12

Receives, verifies and forwards incident reports from contracted bus companies or SD61 drivers to necessary contacts.

TRCD – 13

Maintains Transportation webpage/calendar updating regularly for driver, schools, contracted bus companies, and parents.

TRCD - 14

Sets up, prepares and maintains various reports utilizing microcomputer data bases and spreadsheet applications for transportation,

TRCD - 15

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**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent</p> <p><i>OTHER RELATED COURSES</i></p> <p>Some course work in basic accounting, records management and computer skills (Must demonstrate bookkeeping competency by passing a related district test)</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>1 to 2 years specific experience OR</p> <p>2 to 4 years related experience</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></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><i>JOB SPECIFIC REQUIREMENTS (when required)</i></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>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Keyboarding at 40 W.P.M.</p> <p>Mathematical ability to perform job related calculations</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Confidentiality</p> <p>Flexibility</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>Ability to work with minimal supervision</p> <p>Ability to work in a team/school setting</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></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>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>Organizational skills</p> <p>Ability to manage time appropriately</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></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 10lbs and operate related equipment</p>