

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Transportation Clerk/Dispatcher

SUMMARY

Under the direction of the Manager of Transportation and Director of Facilities, performs dispatching and administrative support duties for the Transportation and Facilities departments.

DUTIES

- Communicates with bus drivers, dispatching to needed locations to respond to routine requests or emergency situations
- Communicates regularly with teachers and administrators to ensure schedules/field trips are being accomplished
- Communicates, responds to and refers requests from the public and parents regarding bus routes and stops and services provided by the Transportation Department to the Manager of Transportation as required
- Keeps emergency contact numbers for administrators in case of missing students or emergencies
- Maintains and updates various databases; e.g. personnel information, student behaviour reports, field trip information, medical alert information related to students, etc.
- Updates and maintains bus driver route information
- Processes bus registrations, reviews information to ensure all the information is correct
- Calculates and processes extracurricular field trip billings and ensures properly entered on Timesheets
- Trains new drivers on how to fill in field trip forms
- Trains new drivers on how to fill in paper and online Timesheets
- Calls in replacement bus drivers from spare list during regularly scheduled hours
- Assists in assigning students to bus routes
- Updates and maintains drivers abstracts and drivers medicals on a yearly basis
- Updates driver availability for field trips on a yearly basis
- Organizes and schedules the Kindergarten Safety Program with schools and trainers
- Issues, activates and maintains fuel cards and databases for all SD 63 staff who drive SD 63 vehicles
- Provides bus drivers with rider lists and informs them of new students starting and leaving
- Estimates, schedules and assists in assigning extracurricular field trips as outlined in the collective agreement
- Maintains Traffic Violation Forms
- Operates two-way commercial radio for courier and bus drivers and records radio communication as required
- Reviews and audits weekly schedule for accuracy and distribute copies of field trips to drivers
- Establishes and maintains or assists in maintaining assigned files and records e.g. Bus routes and student data
- Receives and processes information according to established guidelines and procedures
- Maintains an up-to-date listing of school buses and assigned drivers and any EA's who ride the bus
- Maintains current knowledge of routes and locations to assure timely services and accurate information

- Maintains an accurate daily attendance roster of drivers
- Works cooperatively with all members of Facilities, assisting clerical staff as necessary to ensure balanced workloads within facilities
- Designs and produces complex documents (e.g. newsletters, posters, flyers, brochures, handbooks, presentations, etc., confidential reports and correspondence)
- Establishes priorities in an office environment with frequent interruptions
- Updates District email repository with appropriate transportation department information (e.g. forms, etc.)
- Files confidential correspondence and reports
- Orders and receives materials
- Processes, prepares, enters and files invoices, employee reimbursements, mileage claims WSBC incident reports
- Prepares and checks purchase orders, cheque requests, codes invoices, etc.
- Prepares and audits timesheets, including overtime and any other relevant premiums for authorization by Management
- Monitors budget information
- Orders new or replacement fuel cards
- Participates in initiatives to improve transportation systems, processes, procedures and work flow
- Provides clerical back-up support to other clerical staff working in facilities

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- Working knowledge of school bus transportation department
- Demonstrated ability to compose effective business communication and advanced spreadsheets in an efficient manner
- Demonstrated ability to multitask and work in an office environment with regular interruptions and tight time pressures
- Working knowledge of accounting systems and office software
- Three years of recent and related experience
- Valid B.C. Class 5 Driver's License
- Minimum word processing speed 60 w.p.m.

** Or an equivalent combination of training and experience.*

DESIRABLE SKILLS

- Basic knowledge of district policies and procedures
- Basic Knowledge of WSBC, OHS Regulations
- Basic knowledge of rules and regulations applicable to the operation of school buses and transporting of students and methods of scheduling and dispatching a school transportation fleet
- Basic knowledge on the Operation of Commercial Two-Way Radios
- Demonstrated effective interpersonal and communication skills
- Demonstrated ability to deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, confidentiality, poise, tact and good judgment

DATE

June 2023