



## Transportation Assistant

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**Position Profile:** The Transportation Assistant provides organizational, administrative, and logistical support to the Transportation Department to ensure safe, effective, efficient and responsive service delivery to students and staff across the school division.

**Directly Reports To:** Transportation Manager

**In-Directly Reports:** Deputy Director

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### Duties & Responsibilities

The Transportation Executive Assistant shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Work in collaboration with the Transportation Manager and Superintendent of Human Resources to support the recruitment and retention of bus drivers.
- Act as a central communications contact for transportation operations, directing inquiries to appropriate staff and ensuring accurate and timely follow up to drivers, other staff, parents, and third parties.
- Assist in maintaining technology applications such as School Messenger, BusPlanner and any other applicable information systems as assigned by the Transportation Manager.
- Develop and maintain accurate, current and accessible electronic information.
- Track and compile data required for project schedules, internal department reports and public reports.
- Work in collaboration with other members of the transportation/tech department to ensure all necessary data is current and accessible with a high degree of accuracy.
- Provide support to safety processes through duties such as independently and accurately tracking driver license renewals, managing circle check documentation and completing other routine operational requirements, paying careful attention to follow requirements as per regulations, administrative procedures, and Division practices.
- In coordination with the Transportation Information Systems Assistant, anticipate key events, activities and deadlines and prepare/organize reference materials, correspondence, files and meeting material.
- Prepare and distribute documents, letters, reports, and other information as required.
- Provide support to bus drivers, human resource and finance processes by accurately completing or assisting with functions such as absence tracking, leave requests, booking of substitute drivers to cover absences, substitute driver record keeping, payroll and invoice purchasing.

- Assist in investigating and responding to urgent and/or unexpected departmental issues proactively in a competent, professional, and confidential manner.
- Assist the Transportation Routing Assistant and Transportation Manager with load counts for appropriate bus distribution/assignment.
- Providing support to bus drivers related to concerns and issues which arise.
- Provide technical support to bus drivers as necessary.
- Communicate bus disruptions to drivers, families, and schools.
- Assist in the preparation and delivery of Bus Driver in-servicing.
- Coordinate new bus driver orientation and training.
- Collaborate with the Transportation Manager to conduct interviews, complete reference checks, and confirm qualifications of drivers.
- Review all fleet vehicle driver abstracts and follow up as required.
- Coordinate the annual 15 passenger van training.
- Coordinate with the Transportation Routing Assistant start up bus driver meetings at the commencement of each school year.
- Responsible for the revision and creation of Administrative Procedures in collaboration with other members of the Transportation Department.
- Responsible for the updating and distribution of Bus Driver and Student/Family Handbooks.
- Responsible for the administration of online transportation concern/celebration submissions.
- Responsible for ensuring that information posted to the Transportation Portal is accurate and current.
- Responsible for the development of a quarterly Transportation Newsletter for bus drivers and families.
- Responsible for the occasional submission to school newsletters and the GSSD website.
- Provide support to members of the Transportation Department as required.
- Perform other duties as may be assigned.

### **Education & Qualifications**

- A certificate in Office Education or Administration
- Exceptionally strong computer skills.
- Minimum three years, data entry or senior administrative experience in a large and complex organization.
- Experience in transportation logistics is a definite asset.

### **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies
- **Adaptability & Flexibility**  
A Transportation Assistant must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.

- **Communication**

A Transportation Assistant must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Compile accurate, timely and detailed reports and information for Education Administration.

- **Job Knowledge**

- Thorough working knowledge of office management practices, procedures and processes.
- Excellent working knowledge of computer software including Microsoft Word, Excel and Outlook and department specific applications such as Bus Planner.
- Ability to read and interpret grid maps and land locations and provide specific instructions to drivers.
- Ability to work in a fast paced environment and effectively manage high volumes of work.
- Be knowledgeable and supportive of applicable Board and Division policies and procedures.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.

- **Cooperation & Teamwork**

A Transportation Assistant must be able to work with staff and provide appropriate information and support in a timely manner. Must work collaboratively with the Transportation Manager and with other staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.

- **Attitude**

A Transportation Assistant must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should a Transportation Assistant discuss, in public, information pertaining to employees, students or the operation of the division. A Transportation is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.