

<b>JOB TITLE</b>	Assistant Transportation Coordinator
<b>DEPARTMENT</b>	Transportation
<b>LOCATION</b>	Waterhen Transportation Office
<b>REPORTS TO</b>	Transportation Coordinator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

The incumbent is responsible for reviewing bus routes; conducting bus driver audits and bus ride-alongs; conducting new school bus driver training; assisting with yearly driver inservices; as well as assist schools with bus evacuations; bus ridership training; safe loading and unloading practices and supervision; bus maintenance and record keeping. Most of this work is carried out in the communities in order to provide direction and training to bus drivers, which involves extensive travel.

### QUALIFICATIONS

#### Education

- Grade 12
- Current and valid Manitoba Class Two (2) Driver's License.
- Valid school bus driving certificate.
- School bus driver instructional certificate.

#### Experience

- Five years licensed driving experience.
- Current driver's abstract demonstrating two years clear driving record.
- One year management or administrative experience as well as transportation coordination experience.

#### Knowledge, Skills and Abilities

- Thorough knowledge of regulations contained in The Highway Traffic Act, The Public Schools Act and the School Buses Regulation relative to the operation and maintenance of school buses.
- Thorough knowledge of regulations, policies and practices as required by Manitoba Education and the School Board relative to the operation and maintenance of school buses.
- Excellent communication and conflict resolution skills.
- Strong organizational and time management skills.
- Ability to work independently and as a team member.
- Mechanical ability and understanding of computer diagnostics related to bus maintenance.

## **DUTIES AND RESPONSIBILITIES**

- Carries out bus driver ride-alongs including pre and post-trip inspections, recording and filing observations and audits.
- Assists bus drivers with mapping routes.
- Assists bus drivers with managing student behaviour on the school bus.
- Conducts and assists schools with bus evacuation drills.
- Assesses safety of bus routes or portions thereof and informs the Transportation Coordinator and/or Principal.
- Performs bus driver training for new drivers as directed by the Transportation Co-ordinator.
- Provides both class room and in bus training to new drivers.
- Conducts and assists annual eight-hour in-services for current drivers.
- Operates a school bus in safe, lawful, courteous and efficient manner.
- Reports all accidents, regardless of severity, to the Transportation Coordinator.
- Ensures regulations, policies and procedures are adhered to with respect to student safety.
- Ensures all Division owned buses meet safety regulations.
- Provides necessary training and safety seminars regarding bus maintenance and ridership safety program to Division drivers.
- Assists Transportation Coordinator in the ordering of school buses.
- Teaches confidentiality regarding student information especially while using Fleet Net Radios.
- Maintains radio/telephone contact as applicable and appropriate.
- Assists schools with the school bus ridership training program.
- Plans transportation routes, maps and student lists in consultation with supervisors, drivers, contractors.
- Ensures compliance with employment legislation and policies.
- Travels 50% of the time to provide guidance and training to bus drivers.

Performs other duties as assigned

## **CONTACTS**

Division, Area and School personnel.  
External agencies and officers.  
Bus Manufacturers.

## **WORKING CONDITIONS**

General office conditions.  
Extensive travel required.  
This is a 12 month per year position.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Must meet all medical requirements as defined by regulation, Manitoba Education and Training and by *The Highway Traffic Act* of Manitoba.

## **EQUIPMENT USED**

Two-way Radios

Division Truck

Buses

General office equipment

Personal computer and variety of software packages