

Westmount Charter School  
**Transportation Coordinator – Central Office**  
**Part-time, probationary position**

**Job Goal:**

Under the general supervision of the Treasurer, the Transportation Coordinator provides for the safe and efficient transportation of students.

**Reporting Relationship:**

The Transportation Coordinator reports directly to the Treasurer.

**Growth Objectives:**

Objectives will be developed on an annual basis, by the Treasurer in consultation with the Transportation Coordinator.

**Major Areas of Responsibility:**

- Technical/Professional Knowledge
- Communication
- Proactive Orientation
- Record Keeping
- Other Duties

**QUALIFICATIONS**

**Education and Experience:**

- Qualified background supplemented by a post-secondary degree or diploma and three to five (3 - 5) or more years of experience in related work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- A clear and valid police information check, including a vulnerable sector check in place or progress.
- Experience with Microsoft Office applications.
- Experience in the use of a Student Information System is an asset.
- Experience using the current Transportation software, currently Edulog (Athena), is an asset.
- Possession of a valid Alberta driver's license, as may be required for route planning.

**Demonstrated Skills and Competencies:**

- Knowledge of transportation practices is an asset.
- Ability to evaluate, coordinate and implement multiple projects simultaneously on a daily basis.
- Accounting/financial knowledge.
- Knowledge of the City of Calgary and the surrounding area and the ability to read and interpret city maps.
- Ability to work independently with little supervision and able to take initiative.
- Professional work ethic; must conduct duties with the highest integrity to maintain confidentiality.
- Positive interpersonal skills and the ability to work effectively as a team member.
- Excellent organizational skills.
- Excellent verbal and written communication skills.

## Tasks

### Technical/Professional Knowledge:

Work closely with the contracted transportation carrier in the design of school bus routes and the organization of stops.

Fully implement and operate transportation software to manage student data, routes/stops, and reporting.

Develop and maintain a formal system for the evaluation of school bus routes.

Knowledge of rules and regulations applicable to the operation of school buses and the provision of a school transportation system.

Detailed understanding of the terms and conditions of the transportation contract and its execution and renewal.

### Communication:

Act as the liaison between the school principals and the transportation carrier.

Communicate effectively orally and in writing.

Respond to inquiries or concerns in a timely manner.

Answer questions from school personnel and parents regarding bus stops and bus arrival/departure times, which frequently involves incomplete or conflicting data.

Coordinate communication and distribution of transportation information between school, Edulog, carrier, parents and students.

### Proactive Orientation:

Promote school bus safety by communicating expectations for behaviour on school buses.

Evaluate transportation operations, anticipate problems/opportunities, and design processes and procedures to address them.

Conduct periodic meetings with the carrier to review and evaluate contractor performance, agree on corrective measures and resolve mutual problems.

Continue to investigate and review programs and services that enhance or complement the school's busing system.

Meet with drivers periodically to review routes, concerns, stop locations, and student behaviour (formal and informal).

### Record Keeping:

Prepare information for the accounts receivable specialist regarding transportation fees to charge.

Maintain records and prepare required reports relevant to student transportation.

Prepare government applications for transportation and parent-provided funding.

Accurate and timely delivery of the transportation grant to the Treasurer.

Accurate and timely delivery of the PPF payment eligibility list to the accounts payable specialist.

Assist the Treasurer with cost analysis and budget preparation.

### Other Duties:

Perform related duties as assigned by the Treasurer.

Organize potential bonuses for driver retention.

### Evaluation:

Performance of this job will be evaluated by the Treasurer.