

488 OFFICE ASSISTANT - TRANSPORTATION

Identifying Information

Position Title: Office Assistant - Transportation

Classification Title: Support Staff

Department: Transportation Services

Reports to: Transportation Manager

Position Supervises:

Position Summary

The Office Assistant for Transportation Services provides support to the Manager and Assistant Manager in all areas of responsibility and duties assigned to the Department of Transportation.

Qualifications

1. Strong computer skills including Google Suite and Microsoft Office (knowledge of routing software would be an asset)
2. Flexibility
3. Strong communication skills
4. Must be able to work independently and also as part of a team
5. Must be resourceful and able to find solutions to problems
6. A Class 2 license with "S" would be beneficial

Duties and Responsibilities

Reporting directly to the Manager of Transportation, the Assistant Manager of Transportation Services is responsible for, but not restricted to the following duties:

1. Front End Reception, including answering the phone.
2. Filing and record keeping including but not limited to:
 - a. Pre-trip sheet filing

- b. Data entry
 - c. Student entry into routing software
 - d. Assist with School Bus Pass Production
3. Booking and assigning drivers for all School Trips and Charters and scheduling spares if needed.
 4. Entering Driver's times into SRB database
 5. Co-ordinating spares for driver's time off requests.
 6. Assisting with the day-to-day needs of the driving staff.
 7. Available weekends and evenings to address issues that may arise.
 8. Other duties as assigned.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: September 2020