

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: TRANSPORATION CLERK/DISPATCHER

QUALIFICATIONS:

Secondary School graduation or equivalent, supplemented by basic bookkeeping, ability to type (50 words per minute minimum) and 3 years office experience.

Ability to operate computer for basic word processing, spread sheets and comprehensive knowledge of bus stops routing program to maintain and modify bus routes/schedules and maintain accurate records and files.

Good understanding of Collective Agreement, particularly provisions of call-out procedures as will be required to provide dispatch service.

Ability to work well under pressure and utilize effective time management skills.

Ability to be flexible and work with minimal supervision.

Ability to establish and maintain good working relationship with school district personnel, parents, students, the public and other agencies such as Ministry of Highways, Police, Social Services.

Ability to maintain a professional attitude and confidentiality in working relationships with drivers, school personnel, students, parents and the public.

Initiative to plan and carry out department requirements in a complex environment.

Must have thorough knowledge of bus routes and school boundaries.

RESPONSIBLE TO: Secretary-Treasurer

SUPERVISES: N/A

JOB GOAL: To assist in the administration of the business affairs of the Transportation Department so as to provide the maximum support services for the resources available.

TITLE: TRANSPORATION CLERK/DISPATCHER

Page 2

PERFORMANCE RESPONSIBILITIES:

1. Creates correspondence necessary for the Transportation Department.
2. Responsible to process transportation timesheets, calculate overtime, split shift, special needs premium and submit to Payroll.
3. Process WCB Forms.
4. Estimate, schedule and assign extra curricular field trips.
5. Calculate extra curricular field trip billings.
6. Process Transportation MasterCard billings.
7. Call in replacement drivers from spare list.
8. Coordinate work assignments for drivers.
9. Ensure private bus company permits are valid and vehicles have safe and inspected for extra curricular trips (Ministry of Transportation).
10. Communicate with bus drivers by way of 2-way radio i.e. missing children, mechanical problems, changes to special needs students' requirements etc.
11. Provide bus drivers with rider lists and inform them of new students starting.
12. Provide bus drivers with Medical Alert information
13. Order new or replacement fuel cards and track same. Monitoring fleet fuel account and report any abnormalities to supervisors.
14. Maintain accurate records and files pertaining to Transportation, Bus Routes, and Student data.
15. Assign students to bus routes.
16. Adjustment of bus routes to reflect yearly changes i.e. student population/movement, school time changes and addition of new schools.
17. Respect the confidentiality of correspondence and discussions.
18. Deal with initial parent inquiries relative to bus routing and practices.

TITLE:

TRANSPORATION CLERK/DISPATCHER

Page 3

19. Maintain accurate records and files pertaining to National Safety Code requirements.
20. Submit annual application for driver abstracts, as required by National Safety Code.
21. Process Fleet Insurance renewals.
22. Monitor Transportation budget and advise supervisor.
23. Process National Safety Code stock: Annual bus Inspection decals.
24. Process Annual Inspection Facility Permit (Jan).

TITLE: TRANSPORATION CLERK/DISPATCHER

Page 4

EVALUATION

DATE: November 17, 2017

JOB TITLE: Transportation Clerk/
Dispatcher

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	4	60	Grade 12 graduation plus additional programs/courses or over one year and up to two years of equivalent.
2.	Experience	6	90	Over two years, up to and including three years.
3.	Judgement	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	4	24	Accurate coordination of fine movements, where speed is a secondary consideration.
7.	Accountability	4	40	Actions could result in serious loss of time or resources.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the cooperation of others.

TITLE: TRANSPORATION CLERK/DISPATCHER - FACILITIES

Page 5

10.	Disagreeable Conditions	3	30	Minor conditions with occasional exposure.
	TOTAL POINTS		402	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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