

SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Transportation Coordinator/Dispatcher

SUMMARY

Under the direction of the Transportation Manager, supports the daily operations of school bus transportation. This role involves assisting with the coordination and dispatching of school bus routes, maintaining communication with drivers and utilizing technology to manage transportation logistics, including software for tracking student ridership. This position performs office administrative duties to support the logistical operations of the Transportation Department.

DUTIES

- Assists with route coordination by scheduling and dispatching bus routes for students, ensuring all routes are covered and operate smoothly.
- Maintains regular communication with bus drivers via two-way radio and other communication systems to assist with breakdowns, accidents, route changes and emergencies.
- Uses computer-guided routing software to optimize bus routes, manage driver assignments and update student attendance records. Utilizes electronic notification systems to issue alerts about transportation issues.
- Supports the Implementation and management of software for tracking student ridership, ensuring accurate records of student boarding and alighting. Monitors real-time data to enhance student safety and provide timely updates to parents and school administrators.
- Maintains an electronic database of transportation data, including driver assignments, student attendance and vehicle maintenance records.
- Addresses and resolves issues related to parental complaints, equipment failures and route changes.
- Assists with scheduling and assigning drivers for special activities such as field trips and events. Coordinates the process of securing charter carriers as needed.
- Ensures adherence with all district policies, procedures and regulations and all National Safety Code standards to ensure the safe operation of school buses and charters when transporting students, staff and parent volunteers.
- Communicates and liaises with outside agencies, organizations and other related professionals
- Types and produces complex documents and spreadsheets
- Updates district email repository with appropriate departmental information, forms, etc.
- Assists with the establishment and implementation of the departmental filing system; files confidential correspondence and reports
- Orders and receives materials and maintains inventory of equipment and supplies
- Coordinates subcontracting field trips
- Prepares purchase orders, cheque requests, invoice coding and employee timesheets
- Operates two-way commercial radio for courier and bus drivers
- Maintains and updates various databases (e.g. Driver information, student behaviour reports, field trip information)
- Coordinates the administration of bus cards
- Ensures private bus company permits are valid with appropriate liability insurance, etc. and that vehicles have had current CVI inspections completed and buses are safe (per Ministry of Transportation) for Saanich Schools use
- Assists with maintaining bus driver information and route information in a planning, tracking and route-making software system

Job No. 132

- Assists the Transportation department with estimating, processing and invoicing field trips and charters
- Updates driver manuals
- Participates in initiatives to improve departmental systems, processes, procedures and workflow

** Performs other assigned duties that within the knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Business Administration Diploma or equivalent
- Four years of dispatching experience in a school or transportation setting.
- Demonstrated strong organizational and communication skills, ability to learn and effectively use new technology and software programs along with excellent problem-solving abilities.
- Proficient in the use of routing software, electronic databases and communication systems.
- Experience with student tracking software.
- National Safety Code (NSC) Certificates Level 1 and 2

** Or an equivalent combination of training and experience.*

DATE

November 2024