Job No. 105

SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION
Clerical

POSITION
Transportation Assistant

SUMMARY

Under the direction of the Transportation Manager, performs office administrative duties to support the Transportation Department.

DUTIES

- Answers, screens and refers inquiries or takes messages by telephone or in-person
- Communicates and liaises with outside agencies, organizations and other related professionals
- Types and produces complex documents
- Processes student bus registrations and prints Student cards with CardPrinter
- Coordinates the administration of bus cards
- Updates Student Bus riders in GPS Fleet Tracking System
- 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
- Processes and prepares for processing: staff MasterCard invoices, cheque requests, invoices, , employee reimbursements, mileage claims, etc.
- Coordinates subcontracting field trips
- 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
- 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)
- Assists with maintaining bus driver information and route information in a planning, tracking, and route-making software system
- Assists with the issuance, activation and maintenance of fuel cards and databases for all SD63 staff who drive SD63 vehicles
- Assists the Transportation department with estimating, processing and invoicing field trips and charters
- Assists with the organization and scheduling of the Kindergarten Safety Program and other events requiring the transportation of students
- Supports Transport Manager in emergent situations. May include replacing field trip driver, coordinating tow truck, or gathering data for a missing student.
- Updates driver manuals
- Maintains Traffic Violation Forms
- Participates in initiatives to improve departmental systems, processes, procedures and workflow
- Monitors Electric Vehicle charging status from computer. Troubleshoots physical charging ports as required.

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

QUALIFICATIONS

- Grade 12

- Two years of related experience
- One year Office Administration Certificate
- National Safety Code (NSC) Certificates Level 1 and 2
- Working knowledge of general office procedures
- Working knowledge of Microsoft Office Programs including Outlook, Word, Excel.
- Minimum word processing speed 50 W.P.M.
- Demonstrated effective interpersonal and communication skills

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

DATE
September 2026