

TRANSPORTATION CLERK/BUS DRIVER

Division: 4 (Clerical)

Reports to: Transportation Supervisor

Job Summary

With minimal direction, the Transportation Clerk performs clerical, bus scheduling and driving duties. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Assists in routing and scheduling of school bus operation and coordination of daily and extra trips.
- Coordinates the workload of bus drivers.
- Performs duties as outlined for bus drivers when required.
- Answers inquiries and relays messages to and from parents, students, public and other staff by telephone, facsimile, computer, mail, or in person.
- Assigns relief bus drivers and maintains driver logbook.
- Liaises with Crew Chief to determine scheduling of bus maintenance.
- Maintains and reconciles department accounts statements manually and/or using a computer.
- Calculates costs of extra trips.
- Maintains radio communication with transportation personnel.
- Assists with completion of master time sheets.
- Inputs and retrieves data on the computer relating to vehicle maintenance costs.
- Keyboards a variety of materials such as correspondence and memoranda.
- Maintains petty cash.
- Completes and submits requisitions, such as maintenance and general supplies.
- Files and maintains a variety of materials such as transportation requisitions, correspondence and memoranda.
- Sorts and distributes mail.
- Maintains stationery inventory.
- Duplicates, sorts, collates and staples materials.
- Maintains employee bulletin boards.
- Administers First Aid to staff.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

Computer, two-way radio, facsimile machine, photocopier, telephone, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- At least one year's experience in a transportation office environment or six months' clerical experience in a school office.
- A valid B.C. Class 2 driver's licence with air endorsement.
- Successful completion of School Bus Driver Training Program.
- Up-to-date knowledge of traffic and safety regulations.
- A valid Safety Oriented First Aid certificate.
- Keyboarding speed of 45 words per minute.
- Basic level word processing skills.
- Basic knowledge of database computer functions.
- Basic level bookkeeping skills.
- Ability to operate a two-way radio.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: March 28, 1996

Reviewed: February 4, 2015

Transportation Clerk