

TITLE: Transportation Registration Clerk
SECTION: School Board Office – Transportation
REPORTS TO: Transportation Supervisor

SUMMARY:

Under the general supervision of the Transportation Supervisor, provides clerical services to the Transportation Department.

DUTES:

1. Works closely with the Transportation Supervisor to create and maintain accurate passenger lists, data and routes using district transportation software.
2. Responds to and provides information on inquiries from the public, staff, students and parents regarding student transportation.
3. Receives and collects payments for replacement bus passes.
4. Verifies and issues and monitors transportation ridership passes.
5. Works closely with the Tech Department to monitor and implement any new software and/or software changes relevant to the Transportation Department.
6. Receives and processes school bus registration forms and maintains the database which track the movement of pupils on regularly scheduled routes.
7. Provides reception services to the Transportation Department by answering telephones, relaying messages, directing visitors and responding to routine inquiries.
8. Provides relief for the Transportation Dispatcher and performs transient and emergent back-up duties for the Transportation Department.
9. Maintains and updates District bus routes and mileage information.
10. Receives requests and maintains records for the School Board Office van usage.
11. Responds to emergency, breakdown, schedule and/or changes situations providing appropriate direction and/or instructions, utilizing the radio communication system.
12. Maintains Transportation Department website page.
13. Verifies and processes staff credit card purchases.
14. Orders and maintains requisitions and disburses transportation supplies and equipment.
15. Provides secretarial services including data entry, typing letters, reports and forms, which are confidential.
16. Advises parents of injury or illness to students when required.
17. Compiles and collates data for district reports when required.

18. Operates standard office equipment and provides first-line maintenance as required.
19. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education – the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months, or equivalent

Skills – the applicant must have

- Intermediate computer skills
- Experience with a computerized accounting system

Experience – the applicant must have

- Experience in a secretarial position for a period of greater than 6 months

Other – the applicant must

- Be able to follow established methods and procedures, but exercise independent judgment as required
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	85 – Transportation Registration Clerk
LOCATION:	Transportation
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	4	4	3	3	4	3	1	1	3	3
Total Points	309										

RATING CLASSIFICATION: LEVEL	12
------------------------------	----