

POSITION DESCRIPTION

POSITION TITLE: TRANSPORTION COORDINATOR

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Reporting to the Secretary-Treasurer, Turtle Mountain School Division, the Transportation Coordinator will be responsible for the management of the Transportation program. This includes planning, organizing and controlling the annual budgets.

POSITION RESPONSIBILITIES:

1. Manage the finances, preparation of financial reports and budgetary aspects of the Transportation program is consultative with the Secretary-Treasurer.
2. Consult with subordinate staff members and the Secretary-Treasurer in the preparation and submission of annual budgets.
3. Administer the program ensuring that approved budget expenditures are not exceeded within the budget year.
4. Responsible for the recommendation of appointments, promotions, suspensions, dismissals and retirements of staff in the program.
5. Responsible for the scheduling and approval of annual vacation for all subordinate staff.
6. Coordinate and conduct regular in-service/training workshops.
7. Be congruent with all regulations of Government Departments pertaining to school transportation and be responsible for informing the Secretary-Treasurer and all transportation personnel of the regulations.
8. Maintain a computerized vehicle record system, in concert with the Secretary-Treasurer, which includes route data, date of purchase and maintenance performed to enable long term planning and proper servicing and maintenance, for each vehicle in the fleet.
9. Organize in-servicing/training for driving staff at least once per year and supervise the School Bus Ridership Program according to the Act.

10. Collaborate with other administrators to ensure the effective and efficient delivery of the education program in the Division.
11. Attend regular/special meetings as requested by the Secretary-Treasurer and or deemed necessary by the Board.
12. Carry out special projects as requested by the Secretary-Treasurer and perform other duties as assigned by the Secretary-Treasurer.