



Grande Prairie ^{and District} Catholic Schools

invites applications for a

TRANSPORTATION COORDINATOR

(Out of Scope Position – 40 hours / week plus additional time as required)

Job # 131-05-18/19

Reporting to the Director of Facilities, this position is primarily responsible for providing administrative and support services for student transportation in the District. The individual will assist in the leadership of transportation operations for the District, and liaising with the school's parents, students, and First Student Canada to resolve concerns. The individual will be expected to lead transportation services in the district within two years.

Currently the Board contracts its services to First Student, and partners with Peace Wapiti and Peace River School divisions to deliver the remaining services. Overall, the Board partners/ contracts approximately 106 different transportation routes.

Qualifications:

- Completion of a two-year Administrative Diploma.
- Preferred previous experience in transportation, including Versa-Trans software experience.
- Other combinations of applicable education, training and experience, which provide the knowledge, skills and abilities to meet the responsibilities will also be considered.

Duties and Responsibilities

- Assist in the leadership of safe, efficient and timely transportation operations for the district.
- Responsible for complying with applicable provincial legislation include safe operation, carriage of people and goods, driver service hours, and occupational health and safety requirements related to transportation
- Ensure student passes are accurate and up-to-date.
- Update bus routes and changes online (District Website and Phone App).
- Complete and submit the annual Urban and Special Transportation funding applications.
- Assist the Director of Facilities in the monitoring of the Transportation budget.
- Manage contracted bus operations and submit monthly billing.
- Assist in designing and accessing information of school bus routes.
- Assist with the safe operation of fleet vehicles
- Maintain accurate and complete records.
- Other duties as assigned by the Superintendent

Successful applicant will have a clean current Police Information Check and Intervention Record Check.

Posted May 7, 2019

This position will begin as soon as possible. The salary range is \$52,785 to \$68,605 and is under review. Included is a 100% employer-funded Benefits and Pension package plus a Health Spending account.

Interested applicants should forward a resume and completed application form #467D (available on our website www.gpcsd.ca) to:

**Human Resources
Catholic Education Centre
9902 - 101 Street
Grande Prairie, Alberta T8V 2P4
Phone: (780) 532-3013 / Fax: (780) 532-3430
Email: humanresources@gpcsd.ca**