



## Transportation Routing Assistant

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**Position Profile:** The Transportation Information Systems Assistant oversees all systems and manages all data for transportation including Bus Planner, SchoolMessenger, Maplewood, and any additional systems implemented by GSSD. Provides organizational, analytical and logistical support to the Transportation Department to ensure safe, effective, efficient and responsive service delivery to students and staff across the school division.

**Directly Reports To:** Transportation Manager

**In-Directly Reports:** Deputy Director

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### Duties & Responsibilities

The Transportation Routing Assistant shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Ensure full utilization and manage all aspects of transportation technology applications such as /School Messenger, Maplewood, Synovia (GPS)Bus Planner and any other applicable information systems as assigned by the Transportation Manager.
- Design, evaluate and monitor division bus routes for students across the school division, balancing considerations of safety, efficiency, student ride times and available resources.
- Develop and maintain accurate, current and accessible electronic information.
- Track and compile data required for project schedules, internal department reports and public reports.
- Work in collaboration with other members of the transportation/tech department to ensure all necessary data is current and accessible with a high degree of accuracy.
- Assist in providing information related to concerns involving bus drivers by monitoring GPS technology and other available technology as necessary.
- In coordination with the Transportation Assistant, anticipate key events, activities and deadlines and prepare/organize reference materials, correspondence, files and meeting material.
- Assist in investigating and responding to urgent and/or unexpected departmental issues proactively in a competent, professional, and confidential manner.
- Responsible for concerns related to urban and rural bus routes.
- Recommend/advise the Transportation Manager or designate regarding route/bus changes.
- In collaboration with the Fleet Supervisor, ensure that route discrepancies are rectified.
- Prepare route information to be presented to the Board of Education's Transportation Committee in advance of Board meetings.

- Provide information and recommendations related to Out of Attendance Area Requests.
- Prepare and provide bus route information to Rural Municipalities to ensure appropriate road maintenance for the route.
- Collaborate with RM's and the Department of Highways to determine alternate routes in the event of road closures/construction.
- Provide the Fleet Supervisor with load counts for appropriate bus distribution/assignment.
- Assign students to bus routes based on cost effectiveness, location, and efficiency.
- Prepare and provide route information to bus drivers.
- Verify route summary information for Payroll by using Bus Planner or GPS data.
- Responsible for the authorization of Alternate Drop Off requests.
- Collaborate with the Fleet Manager in coordinating arrangements for special needs Transportation on school buses.
- Provide bus drivers with information related to student medical concerns as recorded in the student information system.
- Responsible for the distribution of information through School Messenger.
- Providing support to bus drivers related to concerns and issues which arise.
- Provide technical support to bus drivers as necessary.
- Assign students to transfer buses at the Yorkton Regional High School.
- Coordinate safety measures for bus departures at the Yorkton Regional High School.
- Coordinate and communicate bus disruptions to drivers, families, and schools.
- Perform other duties as may be assigned.

### **Education & Qualifications**

- Post-Secondary Certificate or Diploma from a recognized university or college in Information Systems, Computer Science, Business Administration or related area.
- Exceptionally strong computer skills.
- Minimum three years, data entry and information systems or senior administrative experience in a large and complex organization.
- Experience in bus route planning and/or transportation logistics is a definite asset.

### **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. And ensure full utilization of information systems
- **Adaptability & Flexibility**  
A Transportation Routing Assistant must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities.
- **Communication**  
A Transportation Routing Assistant must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Compile accurate, timely and detailed reports and information for Administration.

- **Job Knowledge**
  - Excellent working knowledge of computer software including Microsoft Office and Outlook and department specific applications such as Synervoice USIS and Bus Planner.
  - Ability to read and interpret grid maps and land locations and provide specific instructions to drivers.
  - Ability to work in a fast-paced environment and effectively manage high volumes of work.
  - Be knowledgeable and supportive of applicable Board and Division policies and procedures.
  - Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
  
- **Cooperation & Teamwork**

A Transportation Routing Assistant must be able to work with staff and provide appropriate information and support in a timely manner. Must work collaboratively with the Transportation Manager and with other staff daily. Must have the ability to be a team player and work independently with minimal supervision.
  
- **Attitude**

A Transportation Routing Assistant must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.
  
- **Confidentiality**

At no time should a Transportation Routing Assistant discuss, in public, information pertaining to employees, students or the operation of the division. A Transportation Routing Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.