



**Job Posting – Transportation Co-ordinator**

**Date: March 4, 2019**

**Salary – \$51,797 to \$54,774 per annum**

Reporting to the Operations Manager, the Transportation Co-ordinator is responsible for the design and implementation of student transportation through the use of a computerized transportation route planning software. The Transportation Co-ordinator will plan routes and maximize system efficiencies within prescribed parameters set out in SCSTC policies and procedures, related policies and procedures defined by member district school boards and/or applicable legislative requirements. This position provides support to the SCSTC, member district school boards and the school vehicle operators.

### **ORGANIZATION DESCRIPTION**

The Simcoe County Student Transportation Consortium (SCSTC) provides student transportation services within Simcoe County for the Simcoe County District School Board (SCDSB) and the Simcoe Muskoka Catholic District School Board (SMCDSB). The role of the SCSTC includes creating and maintaining bus routes and contracting vehicle operators on behalf of the SCDSB and the SMCDSB.

With an annual budget of \$30 million, the SCSTC plans and coordinates the safe and efficient home-to-school transportation for over 35,000 students on over 720 vehicles to 150 schools.

### **MAJOR RESPONSIBILITIES**

The Transportation Co-ordinator is responsible for providing exceptional customer service to all stakeholders and performing duties in the key areas as set out below and other duties as assigned by the Operations Manager.

#### **Route Planning**

- Plan transportation routes for students of the Member District School Boards within assigned area.
- Work with schools and school vehicle operators in the development of student transportation routes.
- Maintain accurate data in the computerized transportation route planning software.
- Generate reports from the transportation route planning software for analysis.
- Conduct on-going analysis of vehicle routing; recommend and implement route modifications, alterations, and deletions to meet service requirements and improve efficiency of operations.
- Maintain familiarity with policies and legislation applicable to student transportation, including the Accessibility for Ontarians with Disabilities Act (AODA).
- Respond to requests via email and phone calls from school vehicle operators, schools and parents/guardians.
- Investigate and report on school vehicle accidents and incidents.
- Perform other duties as assigned.

#### **Communications**

- Respond professionally to inquiries from parents/guardians, school staff and school vehicle operators.
- Initiate and facilitate school communications and/or meetings between school staff and school vehicle operators as required.
- Liaise with and monitor school vehicle operators for adherence to route plans and SCSTC policies and procedures.
- Liaise with staff at Member District School Boards.

- Assist with the development and implementation of transportation policies and procedures, contracts, surveys and reports.
- Attend meetings with outside agencies representing the SCSTC as required.
- Assist in the development, provisions and implementation of student safety materials and programs as required.
- Perform other duties as assigned.

#### **EDUCATION, EXPERIENCE, SKILLS AND ABILITIES**

- A post-secondary degree or diploma preferably in one or a combination of the following disciplines: Business, Economics, Urban Planning, GIS, Geography and/or Communications or minimum of two (2) years' related work experience.
- Thorough knowledge of standard software applications including Microsoft Office.
- Proven ability to manage and prioritize multiple projects.
- Ability to work under pressure in a fast paced environment.
- Ability to work independently and to work flexible hours.
- Self-confident, self-starter and able to work with minimal supervision.
- Excellent communication (verbal & written), presentation and customer service skills.
- Must have valid Ontario Driver's License, clean driving abstract and access to a reliable vehicle for occasional business needs.
- Experience in business uses of social media communications is an asset.
- GIS mapping and/or routing experience is an asset.
- Fluency in oral and written French is an asset.

As a condition of employment, the successful candidate will be required to submit an acceptable "Criminal Background Check" and "Vulnerable Persons Search". The successful candidate will be required to conduct daily business in keeping with privacy legislation and related confidentiality policies.

If you are interested in learning more about this career opportunity with the Simcoe County Student Transportation Consortium, please visit [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca) and click on career opportunities at the bottom of our home page.

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Qualified applicants are invited to apply to this position via email to [kmalkamaki@scstc.ca](mailto:kmalkamaki@scstc.ca), no later than **Friday, March 15, 2019 at 5:00 p.m.** Only candidates selected for an interview will be contacted. We thank all others for their interest in the Simcoe County Student Transportation Consortium.

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