

**Transportation Assistant****Qualifications**

1. Journeyman's certification - Manitoba, unless otherwise approved by the Board
2. Driver's licence with Manitoba School Bus Certification
3. Demonstrated aptitude and ability for assigned responsibilities
4. Physically and medically able to perform assigned responsibilities
5. Good communication and interpersonal skills.

Reports to - Head Mechanic - 80%; Transportation Supervisor 20%

**Position Summary**

Under the direction of the Head Mechanic, assists in maintaining division vehicles such as to provide safe and efficient transportation. Runs day to day communication and dispatching at the bus garage. Supports building maintenance program and emergency response program in Transportation/Maintenance Supervisor's absence.

**Responsibilities and Duties**

1. Assists the Head Mechanic in:
  - a) establishing and following a preventative maintenance schedule that meets or exceeds the requirements of provincial regulations and division policies and regulations.
  - b) maintaining all required records associated with the preventative maintenance program including the required records for the Dept. of Highways for the vehicle inspection program.
  - c) through the vehicle inspection program and scheduled servicing, identifying any vehicle that constitutes a safety hazard and scheduling the necessary repairs.
  - d) conducts vehicle inspections as prescribed by legislation and division policy.
2. Repairs vehicles as may be required.
  - a) carries out assigned, unscheduled and emergency repairs
  - b) co-ordinates repair schedules through consultation with the Head Mechanic
  - c) monitors bus performance following emergency repairs
3. Assists with maintaining the cleanliness and organization of the bus garage.
4. Maintains assigned records and reports.
  - a) will be responsible for the clerical filing at the bus garage
  - b) will be responsible for the operation and input of the computerized work order and inventory systems at the bus garage
  - c) utilize prescribed division forms for all transportation transactions
  - d) assists in preparing reports as required for the division, Department of Highways, and Manitoba Education
  - e) completes all work orders according to established procedures
  - f) assists the supervisor with the preparation of the annual operating budget

5. Day to day operation of the transportation communication.
  - a) answers radio and telephone calls
  - b) makes decisions on minor busing problems within established policy and procedures
  - c) organizes emergency transportation when there is a vehicle down
  - d) in consultation with the bus drivers, makes minor route adjustments
  - e) ensures all correspondence and reports are made to the division office and to the Transportation/Maintenance Supervisor
6. Organizes transportation and drivers for all extra curricular trips
7. Provides support for the Maintenance Supervisor in his/her absence
  - a) is familiar with emergency plans for each divisional building
  - b) will be required to be an emergency contact person
  - c) will be familiar with the maintenance procedures and current projects on the buildings and will act as a contact for the division when the supervisor is absent
8. May be required to transport students when required.
9. Performs other responsibilities and duties as may be assigned.

Evaluation

Performance of this job will be evaluated according to division policy.

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