

Transportation Planner

Job Posting

Posting Date: September 22, 2023
Closing Date: October 4, 2023
Reports to: Transportation Manager
Salary: \$25.08-\$29.15 per hour
Job Category: Union, FTE 1.0
Monday-Friday, 7 hours per day
Start Date: Immediately

Position Summary

Tri-Board Student Transportation Services Inc. works as a team to provide safe, secure, and on-time home-to-school transportation to all qualified students in the Algonquin and Lakeshore Catholic, Hastings and Prince Edward, and Limestone District School Boards. The Transportation Planner is a key player on that team and is responsible for processing transportation applications, optimizing bus routes, maintaining student data, and responding to inquiries from contracted bus companies, schools, and parents. The Transportation Planner will have access to confidential data (e.g., student records, medical information) and is required to conduct daily business in keeping with related privacy legislation and related confidentiality policies.

Duties and Responsibilities

Due to the changing nature of work, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

- Process requests for eligible students who attend school in an assigned geographical area within the Tri-Board jurisdiction
- Enter all pertinent data into BusPlanner (transportation software package)
- Provide information on new or changed students to bus operators
- Update route information in the computer and verify route timing
- Verify accuracy of student addresses for assigning in BusPlanner
- Update student information after downloads from each school board as required
- Prepare reports as required by Supervisors and Chief Executive Officer
- Audit transportation routes for accuracy, efficiency, and compliance with contractual obligations
- Respond to phone calls and emails from parents, bus operators and schools in a timely and professional manner
- Assist other planners during peak transportation periods, when possible

- Other duties as assigned by Supervisors and Chief Executive Officer

Required Skills, Knowledge, and Qualifications

- Post-secondary education equal to a two-year Business Administration diploma with a focus on computer technology
- Knowledge of mapping an asset
- Have a thorough knowledge of transportation policies and procedures for Member School Boards
- Have a thorough knowledge of Ministry of Transportation Regulations
- Have a thorough knowledge of BusPlanner software
- Strong interpersonal and communications skills (verbal and written)
- Acceptable CPIC is required upon acceptance of position

Disclaimer

The organization's hours of operations are from 7:00am to 5:00pm, Monday to Friday, and shifts will be staggered to provide adequate coverage, with some flexibility as needed. During certain periods, (i.e., the start of the school year), additional hours *may* be requested in order to ensure adequate levels of customer service are achieved. Vacation is not permitted during such periods.

Tri-Board employees are currently working remotely with employer-provided equipment. Tri-Board retains the right to return to a physical work location within its service area at any time in the future. Travel to and from any workplace will not be additionally compensated for by the employer.

Application Submission

Interested applicants must submit a cover letter with an updated resume including details of qualifications and experience, by e-mail to info@triboard.ca. Only applications received by **October 4, 2023, at 5:00pm** will be considered.