

## TRANSPORTATION PLANNING CLERK

CUPE 2357 – Level 3

### **CORE FUNCTION:**

Under the direction of the General Manager, the Transportation Clerk responds to telephone inquiries; prepares payment requisitions; inputs and retrieves data on the school transportation database; performs general clerical and word processing duties; and performs other duties, as assigned by the supervisor.

### **MAIN DUTIES:**

Responds to telephone inquiries:

- resolves individual transportation issues
- provides scheduling information
- receives, implements and communicates transportation changes
- liaises with parents, school staff and bus operators regarding transportation and billing matters

Prepares payment requisitions:

- performs account payable functions
- prepares payment requisitions for contracted services and distribution of payment

Inputs and retrieves data on the school bus transportation data base (EDULOG)

- inputs route data
- corresponds with schools and parents to validate information
- updates, in the data base, route and student information

Performs general clerical and word processing duties:

- maintains staff attendance and leave records
- maintains files
- serves as office receptionist, as required
- maintains transportation taxi route information and statistics
- compiles monthly transportation excursion summaries
- word processes letters, memos, contracts, etc.

Performs other duties, as assigned by the supervisor.

**SUPERVISION OF STAFF:**

There is no supervisory responsibility

**QUALIFICATIONS:**

- Secondary school graduation
- 2 years of related experience
- Effective telephone manner
- Very good interpersonal skills
- Good keyboarding skills (60 w.p.m.)
- Good organizational skills

Individuals who possess an equivalent combination of education and experience may also be considered.