

## **PLEASE POST**

The **Eastern Townships School Board** is seeking candidates for the following part time position:

### **SCHOOL TRANSPORTATION TECHNICIAN** **Based at New Horizons (Sherbrooke)**

#### **NATURE OF THE WORK**

The principal and customary work of an employee in this class of employment consists in assisting staff responsible for transportation in carrying out technical duties, such as setting up bus circuits, scheduling, drawing up and monitoring school transportation contracts and regulations.

#### **CHARACTERISTIC FUNCTIONS**

The employee in this class of employment sets up bus circuits based on student and course data while taking into account the school board's policy, student safety, municipal regulations, costs and various constraints; he or she traces the circuits on topographic maps. He or she acts as intermediary between the administration and the school bus operators.

He or she programs the transportation schedules and, to do so, collects data on courses, students and their place of residence; compiles, analyzes and summarizes the data; prepares reports on school organization.

He or she prepares or participates in preparing contracts and bids and draws up transportation regulations concerning school bus operators, bus drivers and students; supervises school bus operators to ensure that they fulfill their obligations and keeps files on each one.

He or she participates in preparing budgetary estimates.

He or she responds to parents' questions; may also organize information sessions intended for teachers, students, parents and bus drivers; may participate in the training of bus drivers; contacts representatives from the municipalities, police forces or other school board departments on any matter within his or her competence. He or she may be required to assist the inspector of the *Société d'assurance automobile du Québec (SAAQ)* during inspections. He or she may sit on committees.

He or she analyzes reports ensuing from complaints or accidents, adopts the necessary corrective measures or makes appropriate recommendations.

He or she may monitor the assignment of parking spaces for buses and other vehicles and ensure the application of the regulations in this area.

He or she oversees the application of regulations concerning discipline on buses and, if necessary, recommends to the department concerned the measures to adopt concerning the students involved.

He or she may oversee the issue of passes or issue them himself or herself.

He or she may organize special transportation for school or extracurricular activities.

He or she uses a computer and the necessary software to perform his or her duties. He or she conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

## **REQUIRED QUALIFICATIONS**

### **Education**

Hold a Diploma of College Studies in Transportation Logistics or a diploma or an attestation of studies recognized as equivalent by the competent authority.

### **Other requirements**

Bilingual – functional in English and French

Competent in the use of Microsoft Office (Word, Excel, Outlook)

Knowledge of the principles, practices and techniques of transportation planning, systems and operations

Knowledge of the applicable bylaws, standards and regulations pertaining to the work

Understanding of Geographic Information Systems applications and a high degree of analytical ability

Hold a valid driver's licence and access to a car for travel

SUPERVISOR: Coordinator (Transportation Services)

SCHEDULE: 35 hours per week

STARTING DATE: As soon as possible

SALARY: \$18.53 - \$27.78

Please send your application in writing **by 2:00 p.m. on April 3, 2018** to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

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***Equal opportunity for all***