



Transportation Assistant/Shop Manager

Position Summary

Under the coordination of the Transportation Supervisor, the Transportation Assistant/Shop Manager provides essential secretarial and clerical services to support the daily operations of the Transportation Department. This role is critical for ensuring accurate scheduling, clear communication with families, and administrative efficiency to support safe student transport.

Reporting Structure and Accountability

The Transportation Assistant/Shop Manager reports directly to the Transportation Supervisor or designate. And works closely shop mechanics to ensure seamless department operations.

General Responsibilities

Administrative and Clerical Support

- Provides reception services and handles general office functions at the Bus Garage, including word processing and maintaining divisional databases.
- Manages administrative record-keeping, filing, and the distribution of forms or lists.
- Processes work orders for vehicle repairs and maintains accurate records for the transportation department.
- Establishes and maintains a comprehensive inventory control system for parts, tires, lubricants, and specialized shop tools to ensure minimal downtime for repairs.
- Researches, selects, and orders necessary parts and supplies in accordance with divisional purchasing policies and budgetary constraints.
- Maintains professional relationships with external suppliers and service providers to ensure the best value and timely delivery of critical components.
- May assist mechanics to perform routine servicing and transport of school buses.

Communication and Liaison

- Serves as a primary point of contact for school administration, and drivers regarding delays.
- Utilizes various communication tools, including two-way radios, divisional email and Messenger system.



Other Duties

- Perform other job-related duties as assigned by the Transportation Supervisor.

Preferred Qualifications

- ***Experience:*** Previous clerical experience in a busy office environment; experience with transportation scheduling software is preferred.
- ***Skills:*** Proficiency in word processing, spreadsheets, and database management.
- ***Communication:*** Excellent verbal and written communication skills to handle inquiries professionally.
- ***Training:*** Valid First Aid/CPR certification is often considered an asset.

Evaluation

The Transportation Supervisor will oversee the evaluation of the Transportation Assistant/Shop Manager.