

RE: Dawn Wyatt

September 30, 2019

#### Coordinator Role Duties and Responsibilities

- Update and enter Bus Passenger Lists and Bus Routes for Jaffray, Fernie, Sparwood and Elkford
- Track Fuel Consumption, collect fuel logs
- Prepare and send Pro Fuel reports
- Address all fuel system concerns
- Prepare Fuel log workbooks
- Bus student registration forms for drivers for new school year
- Write and send letters to parents on student misconduct concerns
- Collect info on bus routes requiring winter plowing
- Dispose of past years trips at the beginning of the next school year
- Archive bus pre-trip sheets, student registration forms, driver log sheets for drivers annually
- Manage emails and phone calls from secretaries concerning bus and student changes
- Organize and schedule gradual entry kindergarten runs for September 30, 2019
- Send updated bus routes and bus student passenger list to all school secretaries
- Assign, track and code bus trips requisitions for payroll
- Complete and process casual timecards
- Approve timesheets for regular bus drivers
- Manage parental, driver and school affiliated concerns
- Organize casual drivers
- Complete request from Joe Tank for any information required
- Coordinator in service for bus drivers
- Approves daily leave requests for drivers (ie. Vacation, bereavement,)
- Arrange training for newly hired drivers
- Arrange booking of replacement drivers for regular runs
- Supply bus driver replacement information to absence
- Advise Manager of Operations of any leave of absences and/or vacant routes so Manager of Operations can complete employee staffing requisitions
- Audit Bus route checks for distance and time as required