



## Transportation Assistant

### Administrative Procedure 2.B.320

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**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16**

**Legal Reference: Highway Traffic Act, Public Schools Act**

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**Date Adopted: October 2011**

**Date Amended:**

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#### **Philosophy**

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

#### **GENERAL POSITION DESCRIPTION:**

The Transportation Assistant will operate under the direction of the Director of Operations. This position is designed to provide support to the transportation department on a temporary basis (Summer) for general cleaning of buses/garage.

#### **RESPONSIBILITIES AND DUTIES:**

- Clean buses and service vehicles
- Move buses
- Clean bus garages, moving items as required
- Enter data onto a computer
- Other duties as assigned

#### **SKILLS / QUALIFICATIONS:**

- Ability to work cooperatively with others
- Working knowledge of computers
- Good organizational skills
- Work well independently

#### **EMPLOYMENT REQUIREMENTS:**

- Possess a Grade 12 high school diploma or equivalency
- Province of Manitoba Class 2 Driver's License with 0 demerits
- Physical fitness (ability to lift 50 lbs.)