# BOARD OF EDUCATION

**Saskatoon School Division No. 13 P O S I T I O N D E S C R I P T I ON**

**Position: TRANSPORTATION/INSURANCE TECHNICIAN**

**Immediate Supervisor: FINANCIAL ANALYST/TRANSPORTATION MANAGER**

**Core Function:**

The Transportation/Insurance Technician assists the Financial Analyst/Transportation Manager in ensuring efficient and effective transportation practices within the school division. The Transportation/Insurance Technician also provides administrative support in the processing and tracking of internal insurance claims.

# Duties and Responsibilities:

1. Act as a liaison person with the bussing contractor(s), taxi companies, parents, principals and school division staff regarding transportation.
2. Coordinate student transportation arrangements and ensuring that student transportation needs are met in an efficient and effective manner.
3. Track and organize all transportation records by maintaining an Excel spreadsheet and filing all backup documentation including forms, e-mails, and notes.
4. Address issues with schools, students, families to ensure safe and timely transportation.
5. Track transportation needs by category and/or need within the school division. Update and maintain throughout the year.
6. Manage and reconcile payment of the collegiate bus subsidies. Record, contract and ensure accurate payment for parents who are contracted to transport their designated children.
7. Field inquiries regarding qualification of various students to access transportation.
8. Verify student transportation for contracted bussing and accuracy of invoices and prepare for payment.
9. Verify taxi records for student transportation and compare them to invoices and prepare for payment.
10. Communicate policy and the board’s position on controversial situations dealing with transportation.
11. Assist with managing insurance projects including:
    1. Annual renewal of insurance policies,
    2. Process vehicle vandalism claims,
    3. Track fleet insurance,
    4. Track and process internal/small insurance claims under $5,000,
    5. Track progress and maintain records for external claims through SSBA insurance, including updating the Status of Claims Excel spreadsheet and filing all related documents including e-mails, notes, forms, and invoices,
    6. Grade 8 after farewell.
12. Assist in creating and maintaining internal documents and standards.
13. Assist in gathering and analyzing vendor performance metrics including a summary and daily on time bus route information.
14. Perform such other duties as may be required to meet organizational needs and objectives as assigned.

# Qualifications:

1. Grade 12 plus the successful completion of a one year business program with a major in accounting. A combination of education and experience will be considered.
2. Two years of experience in an automated business environment is considered an asset.
3. Intermediate knowledge of Microsoft Office products, financial software applications and web applications.
4. Self-starter, possessing strong organizational, analytical, problem-solving and communication skills.
5. Strong communication and interpersonal skills with the ability to develop and maintain positive and confidential working relationships are essential.
6. Preference will be given to those with:
   * an understanding of an accounting environment.
   * an understanding of the special needs programming in the division.
   * knowledge of transportation systems offered by the division.

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