Transportation Coordinator

School Transportation • Field Trips • Staff Travel • Safety & Fleet Coordination

Location	Woodland Cree First Nation / Cadotte Lake, Alberta
Authority	Woodland Cree First Nation Education Authority (WCFNEA)
Reports to	Director of Education or Designate
Position	Part-time, hourly
Work arrangement	Remote work available; occasional on-site coordination may be required
Preference	Internal candidates and applicants residing within Woodland Cree First Nation
Compensation	Hourly rate to be determined under approved compensation structure

The Opportunity

Woodland Cree First Nation Education Authority (WCFNEA) is seeking an organized, reliable, and safety-conscious Transportation Coordinator to oversee and coordinate transportation services supporting Cadotte Lake School and WCFNEA staff.

The Transportation Coordinator is responsible for coordinating daily school bus services, transportation for school field trips and extracurricular activities, and transportation arrangements for staff excursions, professional development, meetings, and other organizational activities.

This position serves as a central point of coordination between school administration, bus drivers, transportation service providers, maintenance facilities, and other relevant partners to ensure transportation services are safe, reliable, efficient, and responsive to the needs of students, staff, and the organization.

The Coordinator will also oversee transportation-related documentation, including driver abstracts, vehicle inspection records, maintenance schedules, and servicing requirements, working in partnership with qualified transportation service providers and authorized personnel to ensure records are current and applicable safety requirements are met.

This is a part-time, hourly position with remote work available, subject to operational needs and occasional on-site coordination. The successful candidate must maintain reliable communication and timely follow-up on school transportation matters. Applications are welcome from qualified candidates, with preference given to qualified internal applicants and applicants residing within Woodland Cree First Nation, in accordance with WCFNEA recruitment policies.

Key Responsibilities

1. Daily School Transportation Coordination

- Coordinate daily school bus schedules, routes, driver assignments, and transportation arrangements in collaboration with school administration and transportation providers.
- Help ensure reliable transportation for students travelling to and from school and for approved school-related activities.
- Monitor transportation arrangements and respond to schedule changes, delays, cancellations, driver absences, and unexpected service disruptions.
- Communicate transportation updates to school administration, drivers, families, and other relevant parties as appropriate.
- Maintain current transportation schedules, contact lists, route information, and operational records.
- Assist with contingency planning for severe weather, road conditions, vehicle breakdowns, and other disruptions affecting transportation services.
- Support the implementation of school transportation procedures and established student safety protocols.

2. Field Trips, School Activities, and Special Events

- Coordinate transportation for school field trips, sporting events, extracurricular activities, cultural programming, land-based learning, and other approved educational opportunities.
- Work with teachers, school administrators, and activity organizers to confirm transportation needs, destinations, departure times, return times, passenger numbers, and vehicle requirements.
- Arrange appropriate vehicles and qualified drivers for scheduled trips through approved transportation providers.
- Confirm bookings and communicate trip details to drivers, staff, and relevant stakeholders.
- Help ensure that transportation arrangements align with school approval procedures, supervision requirements, and applicable safety standards.
- Maintain a calendar of upcoming trips and activities to support effective scheduling and prevent transportation conflicts.

3. Staff Excursions and Organizational Transportation

- Coordinate transportation for WCFNEA employees attending staff excursions, professional development activities, conferences, meetings, training sessions, and approved organizational events.
- Arrange appropriate transportation options based on group size, destination, schedule, accessibility, and approved budget.
- Liaise with transportation providers to confirm bookings, pricing, itineraries, and service requirements.
- Communicate departure times, meeting locations, travel arrangements, and relevant trip information to participating staff.
- Maintain accurate records of approved bookings, travel arrangements, cancellations, and associated costs.
- Ensure staff transportation requests follow established approval processes and organizational policies.

4. Driver Documentation and Abstract Oversight

- Maintain a confidential and organized record of driver documentation for applicable WCFNEA transportation services.
- Coordinate the collection, review, tracking, and renewal of driver abstracts in accordance with organizational policy and applicable requirements.
- Monitor the status of required driver's licences, endorsements, and other applicable qualifications for personnel operating school buses or other designated vehicles.
- Maintain a tracking system identifying upcoming renewals, outstanding documents, and required follow-up actions.
- Communicate documentation gaps, expired credentials, or potential safety concerns promptly to the appropriate supervisor and transportation provider.
- Coordinate with authorized personnel and service providers to support compliance with applicable driver qualification and safety requirements.
- Protect confidential employee information and restrict access to authorized individuals.

5. Vehicle Inspections, Maintenance, and Servicing

- Maintain an up-to-date inventory of school buses and other vehicles used or arranged for WCFNEA transportation services, as applicable.
- Oversee the tracking of scheduled inspections, required certifications, maintenance intervals, servicing appointments, and outstanding repairs.

- Coordinate with transportation service providers, vehicle owners, qualified mechanics, and authorized inspection facilities to arrange inspections, preventive maintenance, repairs, and servicing.
- Maintain records of inspection reports, maintenance documentation, repair invoices, service dates, and follow-up requirements.
- Monitor upcoming inspection and maintenance deadlines and provide timely reminders to responsible parties.
- Follow up on reported mechanical issues and ensure concerns are communicated to the appropriate individuals for assessment and resolution.
- Escalate overdue inspections, unresolved mechanical concerns, and other safety-related issues to the Director of Education or designate.
- Track the status of vehicles that are unavailable, undergoing repairs, or awaiting inspection, and assist with arranging alternative transportation when required.
- Support the removal of vehicles from service when directed by authorized personnel or when required under applicable safety procedures, ensuring vehicles are not returned to service until appropriately cleared.
- The Coordinator is responsible for administrative oversight, scheduling, documentation, and follow-up. Mechanical inspections, repairs, certifications, and other regulated work must be completed by appropriately qualified and authorized personnel.

6. Transportation Service Provider and Vendor Relations

- Serve as a primary administrative contact for designated transportation service providers and related vendors.
- Maintain positive working relationships with bus operators, drivers, maintenance providers, inspection facilities, and other transportation partners.
- Coordinate service requests, maintenance bookings, inspection appointments, quotations, and scheduling changes.
- Monitor service delivery against agreed schedules and organizational expectations.
- Review transportation invoices and supporting documentation for accuracy before submitting them through the appropriate approval process.
- Track service costs, trip expenses, maintenance expenditures, and other transportation-related costs within assigned responsibilities.
- Bring service concerns, recurring delays, reliability issues, and potential cost-saving opportunities to the attention of the appropriate supervisor.
- Support the development and maintenance of reliable transportation arrangements that meet the needs of the school and organization.

7. Safety, Compliance, and Risk Management

- Support compliance with applicable Alberta transportation legislation, school bus safety requirements, vehicle inspection requirements, and WCFNEA policies and procedures.
- Maintain accurate and accessible transportation records for administrative review and applicable audits.
- Track safety-related documentation and follow up on missing records, overdue requirements, and reported concerns.
- Ensure transportation concerns, incidents, accidents, breakdowns, and service disruptions are promptly reported through established procedures.
- Assist with maintaining emergency contact information, incident documentation, and contingency transportation arrangements.
- Support consistent communication between drivers, school administration, transportation providers, and organizational leadership.
- Maintain confidentiality when handling student, family, employee, driver, and organizational information.
- Immediately escalate serious safety concerns to the appropriate supervisor and emergency services when necessary.

8. Communication, Reporting, and Administration

- Maintain an organized transportation calendar covering daily bus services, school trips, staff travel, inspections, maintenance, and servicing.
- Prepare periodic updates or reports for the Director of Education or designate regarding transportation schedules, costs, vehicle status, outstanding maintenance, documentation renewals, and service concerns.
- Maintain accurate electronic records and shared tracking systems to support remote coordination and organizational continuity.
- Respond to transportation requests in a timely, professional, and solution-focused manner.
- Assist with developing and improving transportation procedures, checklists, forms, and administrative systems.
- Identify recurring transportation challenges and recommend practical improvements to service delivery, scheduling, communication, and cost management.
- Perform other transportation-related duties as assigned by the Director of Education or designate.

Cultural Awareness and Community Engagement

WCFNEA is committed to providing education grounded in Woodland Cree language, culture, traditions, and community values.

The Transportation Coordinator is expected to:

- Demonstrate respect for Woodland Cree First Nation culture, traditions, values, and community priorities.
- Recognize that safe, dependable transportation is essential to student participation in academic learning, cultural activities, land-based education, athletics, and community events.
- Build respectful relationships with students, families, school staff, community members, and transportation partners.
- Communicate professionally and respectfully with all individuals using or supporting transportation services.
- Approach transportation planning with an understanding of local conditions, community needs, weather challenges, and the importance of reliable service in a rural and remote setting.
- Support WCFNEA's commitment to student safety, community belonging, and positive educational experiences.

Qualifications and Experience

Minimum requirement and preferred qualifications:

- High school diploma or equivalent (required).
- Strong organizational, scheduling, coordination, and administrative skills.
- Experience in transportation coordination, school operations, dispatch, logistics, fleet administration, or a related field is preferred.
- Experience working in a school, educational organization, First Nation community, or rural setting is an asset.
- Knowledge of school bus operations, driver documentation, vehicle inspections, and maintenance scheduling is an asset.
- Ability to coordinate multiple transportation requests and changing schedules while maintaining accurate records.
- Strong written and verbal communication skills.
- Proficiency with email, spreadsheets, calendars, electronic document management, and other standard office software.
- Ability to work independently, manage priorities, and communicate effectively while working remotely.

- Demonstrated discretion and ability to handle confidential information appropriately.
- A respectful, professional, and solution-oriented approach to working with students, families, staff, community members, and external service providers.
- Commitment to student safety, reliable transportation, and WCFNEA's educational mission.
- A valid driver's licence and access to reliable internet are assets where relevant to the position's duties. The Coordinator is not required to drive school buses as a condition of this position unless separately assigned and appropriately qualified to do so.

Employment Conditions

Status: Part-time, hourly employee.

Hours: Flexible part-time hours, based on operational needs and approved workload.

Work location: Remote work is permitted, with the possibility of occasional on-site attendance when required for meetings, coordination, or operational needs.

Work schedule: Some flexibility may be necessary to respond to schedule changes, transportation disruptions, urgent maintenance concerns, and school activity requirements.

Compensation: Hourly wage to be established based on qualifications, experience, and WCFNEA's approved compensation structure.

Supervision: Reports to the Director of Education or designate.

Preferred candidates: Internal applicants and qualified individuals residing within Woodland Cree First Nation will receive preference, subject to the organization's recruitment policies and assessment of qualifications.

Performance Expectations

The successful candidate will be expected to demonstrate:

- Reliable and timely coordination of daily school bus services and approved transportation requests.
- Accurate tracking of driver documentation, vehicle inspections, maintenance, and servicing requirements.
- Effective communication and follow-through with drivers, school administration, service providers, and organizational leadership.
- Timely identification and escalation of safety concerns, overdue documentation, and vehicle maintenance issues.

- Organized scheduling and recordkeeping for field trips, staff excursions, and other approved activities.
- Responsible monitoring of transportation expenditures and vendor services.
- Professional conduct, confidentiality, cultural respect, and a strong commitment to student and staff safety.

Performance will be reviewed periodically by the Director of Education or designate, with consideration given to operational reliability, record accuracy, responsiveness, compliance oversight, and the quality of transportation coordination.

About Woodland Cree First Nation Education Authority

Woodland Cree First Nation Education Authority is committed to providing meaningful educational opportunities grounded in Woodland Cree culture, language, traditions, and community values. Reliable transportation supports student access to learning, strengthens participation in school and cultural programming, and helps ensure that students and staff can take part in educational opportunities safely and consistently.

The Transportation Coordinator plays an important role in supporting these goals by helping maintain dependable transportation services for Cadotte Lake School and WCFNEA.

Application Process

Interested applicants are invited to submit a resume and cover letter outlining their relevant experience, organizational skills, and interest in supporting transportation services for Woodland Cree First Nation Education Authority.

Applications may be submitted to:

Woodland Cree First Nation Education Authority

Email: HR@CadotteLakeSchool.ca

Website: www.wcfnea.ca

WCFNEA welcomes applications from qualified candidates. Preference will be given to internal candidates and those living within Woodland Cree First Nation.

We thank all applicants for their interest. Only candidates selected for further consideration may be contacted.

Woodland Cree First Nation Education Authority

Empowering our youth through education, culture, and community.