



JOB POSTING

Transportation Clerk

Department	Transportation	Reports To	Transportation Manager
Location	SEA Transportation Office	Hours	8:00 AM - 4:30 PM, 8 hours
Schedule	Regular hours; flexibility as operational needs require	Closing Date	October 2 nd , 2026

THE OPPORTUNITY

Stoney Education Authority is seeking an organized and dependable Transportation Clerk to support the day-to-day administration and coordination of SEA transportation services. The role supports accurate records, communication, scheduling and safe, reliable student transportation.

Working under the direction of the Transportation Manager, the Transportation Clerk communicates with drivers, schools, families and administration, supports route and preschool transportation updates, and helps keep transportation records and documentation current.

KEY RESPONSIBILITIES

- Provide day-to-day administrative support to the Transportation Manager and transportation department.
- Maintain accurate student transportation records, route lists, rider information, contact information and transportation tracking systems.
- Assist with daily route coordination, schedule changes, driver absences, substitute coverage and other operational updates.
- Provide dispatch support for preschool transportation, including scheduled student pick-up and drop-off; schedules may change based on operational needs.
- Communicate transportation information and changes to drivers, schools, parents/guardians and authorized contacts in a timely and professional manner.
- Maintain driver and transportation files, including forms, certifications, incident reports, vehicle inspection, maintenance, fuel and mileage documentation.
- Prepare route sheets, schedules, notices and other transportation materials; support student registrations, change requests and administrative tracking.
- Maintain confidentiality, identify urgent transportation or safety concerns and escalate matters appropriately; perform other assigned transportation-related duties.

WHAT WE ARE LOOKING FOR

- High school diploma or equivalent is required.
- Post-secondary education or training in office administration, business administration, records management or a related field is considered an asset.
- Previous administrative, clerical, dispatch, scheduling, reception or transportation-related experience is considered an asset.
- Strong organizational, time-management, communication and administrative skills with close attention to detail.
- Ability to manage changing priorities, maintain accurate records, protect confidential information and use common office and shared-file systems.

CONDITIONS OF EMPLOYMENT

- Successful Criminal Record Check with Vulnerable Sector Check, where required by SEA.
- Reliable attendance and punctuality are required due to the time-sensitive nature of transportation operations.
- Regular hours are 8:00 AM - 4:30 PM, with flexibility as operational needs require.
- Reliable transportation may be required.

HOW TO APPLY

Please submit a resume to HR@stoneyeducation.ca or at the Stoney Education Office. Applications will be reviewed based on the qualifications and requirements of the position.

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