



JOB POSTING

Nakoda Buslines Dispatcher

Department	Transportation	Reports To	Transportation Manager
Position Type	Contracted Services	Location	SEA Transportation Office
Schedule	Split Shift: 6:00 AM - 10:00 AM and 2:00 PM - 6:00 PM	Daily Hours	8 hours total
Calendar	Coverage aligns with the SEA school calendar	Closing Date	October 2 nd , 2026

THE OPPORTUNITY

Stoney Education Authority is seeking a dependable and community-connected Nakoda Buslines Dispatcher to support the safe and reliable daily operation of student transportation services.

This role requires fluency in the Stoney language and strong knowledge of the Stoney Nakoda community, including roads, residences, household locations, landmarks and common travel routes. The Dispatcher works closely with drivers, schools and families and must use this knowledge professionally and confidentially.

KEY RESPONSIBILITIES

- Coordinate and dispatch daily school transportation routes under the direction of the Transportation Manager.
- Maintain regular communication with drivers and respond to absences, delays, route changes, breakdowns, weather and road conditions.
- Use strong community knowledge to support accurate student pick-up and drop-off coordination and communicate in the Stoney language when needed.
- Confirm transportation information and communicate route or schedule changes to drivers, schools, parents/guardians and authorized contacts.
- Monitor route progress and help resolve missed stops, delays, student-location concerns and other time-sensitive issues.
- Maintain accurate route lists, driver assignments, contact information, dispatch notes and operational records.
- Support substitute driver coverage and revised assignments when regular drivers are unavailable.
- Maintain strict confidentiality and promptly report accidents, incidents, safety concerns or emergencies through appropriate channels.

WHAT WE ARE LOOKING FOR

- Fluency in the Stoney language is required.
- Strong knowledge of the Stoney Nakoda community, roads, residences, landmarks, household locations and common travel routes is required.
- High school diploma or equivalent is preferred.
- Previous dispatch, transportation, school bus, community service or related operational experience is considered an asset.
- Strong communication, judgment, problem-solving and organizational skills, with the ability to manage multiple time-sensitive priorities.

CONDITIONS OF ENGAGEMENT

- This position is provided as Contracted Services.
- The role operates a mandatory split shift of 6:00 AM - 10:00 AM and 2:00 PM - 6:00 PM. The Dispatcher is required to cover both portions of the shift.
- Coverage is required on scheduled SEA school days and aligns with the SEA school calendar. Schedule changes may occur due to weather, emergencies, route disruptions, school operations or other transportation needs.
- Successful Criminal Record Check with Vulnerable Sector Check, where required by SEA, and 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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