



The Nipissing-Parry Sound Student Transportation Services

Requires

Commissionaires

Parry Sound & Area, West Nipissing & Area

Location: Parry Sound & Area, West Nipissing & Area

A Commissionaire is assigned to a transfer site for a transportation route.

Duties/Responsibilities:

- Be the first person to arrive at the transfer point and the last person to leave the transfer point;
- Ensure that no personal or commercial vehicle is positioned such that it will impede the transfer process;
- Guide drivers to their designated parking area at the transfer site;
- Make sure drivers wait until all transfer vehicles have arrived to begin the transfer process;
- Signal/Broadcast the start of the transfer process;
- Help students who need assistance in finding their transfer vehicle;
- Using provided student lists, ensure that no students, other than students designated as “walk-ons”, are picked up and dropped off at the transfer point;
- Distribute driver information cards to parents/guardians/students attempting to embark or disembark at the transfer point;
- Wait until all students have boarded their vehicles prior to signaling/broadcasting the end of the transfer process and the start of the vehicle departures;
- Ensure that no student is left behind at the transfer point;
- Communicate with the drivers/operators, via handheld radio if available, of any anomalies;
- Inform the Operations Manager or General Manager of any issues that may escalate or that may affect the safety of students transferring from vehicle to vehicle;
- Wear a Safety Vest provided by the NPSSTS at all times;
- Report to the NPSSTS any site maintenance issues

Rate of Pay: \$18.23 per hour plus 4% vacation pay

Please submit your resume directly to info@npssts.ca