

TITLE: Secretary to Transportation and Maintenance

QUALIFICATIONS:

1. High school diploma or equivalent
2. Ability to type proficiently
4. Computer literate
5. Hold or be able to obtain CDL license with an s-endorsement
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Transportation Supervisor

JOB GOAL: To contribute to effective transportation office operations by prompt and courteous handling of all assigned duties.

JOB DUTIES:

1. Performs usual daily office routines and procedures.
2. Answers telephones and directs inquiries for information to appropriate source.
3. Obtains and keeps accurate data and records on all transportation transactions.
4. Schedules and assigns drivers for extra trips and athletic events.
5. Assists with bus routes and maps for all schools.
6. Assists with assigning individual routes for each driver and maintains records for sub-drivers.
7. Assists with sub-driver scheduling.
8. Assists with driver recertification and maintains these records.
9. Assists with preparing Annual Route Report for State Department of Transportation.
10. Assists with all school's orientation nights.
11. Assists with Safety Programs for K-4 students.
12. Prepares and trains potential drivers for written exams.
13. Provides potential drivers with 4 hours of behind the wheel training.
14. Teaches potential drivers the pre-trip bus inspection procedure.
15. Serves an emergency sub-driver when needed.
16. Orders and maintains office supplies for Transportation office,
17. Assists Transportation Supervisor with verifying bus routes for parents and schools.
18. Prepares and submits payroll each month.
20. Assist maintenance with work orders.
21. Assist with scheduling substitute for custodians

