

TITLE: Transportation Secretary

QUALIFICATIONS: 1. Office management with clerical skills
2. Knowledge of inventory and accounting procedures
3. Personable, courteous, friendly with people
4. Commercial Driver's License and Missouri School Bus Permit

REPORTS TO: Transportation Director

JOB GOAL: Assist the Transportation Director with the efficient operation of the school transportation system.

JOB PERFORMANCE RESPONSIBILITIES

1. Answers the phone and greets all visitors and staff in a friendly, courteous, and professional manner.
2. Receives bus driver and bus aide applications and all related employment paperwork.
3. Keeps a daily sign in sheet for transportation personnel and dispatches, when required.
4. Keeps an accurate accounting of all work schedules and payroll reports.
5. Keeps a record of substitute employees and assigns substitutes as required.
6. Keeps a record of driver qualification information including CDL license, bus operator permit, physical exams, and any other pertinent records. Informs personnel of pending renewal dates.
7. Assists with ordering and record keeping of bus parts and supplies, when required. Assists with the tracking of documents between vendors and the Business Office.
8. Assists with overall supervision of the bus garage, offices, and parking lot.
9. Helps design and disseminate bus route schedules promptly and accurately to the appropriate schools and transportation personnel.
10. Refers student disciplinary action to the building principal when necessary.
11. Other duties as assigned by the Transportation Director.

TERMS OF EMPLOYMENT: 12 months. Salary and work year to be established by the Board of Education.

EVALUATION: Annually by the Transportation Director.

Signed _____ Date _____
Employee

Signed _____ Date _____
Supervisor