

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Transportation Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, and mathematics.
3. Two years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

SUPERVISES: Bus Drivers/Mechanics

JOB GOAL: To assist in the operation of the district's transportation and maintenance affairs.

PERFORMANCE RESPONSIBILITIES:

1. Conforms with all state laws and regulations regarding school transportation.
2. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
3. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety.
4. Assists in recruiting and supervising all transportation personnel.
5. Maintains student records as required.
6. Prepares and updates all bus routes and schedules in the district.
7. Call for substitute bus drivers as needed.
8. Post all bus driver's leaves from daily log book to the computer.
9. Verify time card accuracy for bus drivers.
10. Order and maintain supplies for the general office area.
11. Assist head mechanic with purchase orders and keeping an accurate inventory of bus garage parts and equipment.
12. Forward purchase orders with all invoices and records from the transportation department to the accounting department.
13. Assist the Director of Operations, principals, or others responsible for planning special school trips.
14. Schedule bus drivers for all field trips and athletic events.
15. Assist the Director of Operations or Principals with complaints and special requests from parents.
16. Assist in the recommendations for future equipment and personnel needs in the transportation area.
17. Completes the annual state mandated report for approval by Administration.

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18. Attend appropriate committee and staff meetings.
19. Assist in the necessary procedures required, after the decision to close school has been made.
20. Assist with the drug and alcohol program as required by Federal Law. transportation area.
21. Assist the Head Mechanic with keeping individual mileage and operational costs of all buses and small vehicles owned by the district.
22. Assist with the preparation and completion of the state required bus inspections.
23. Assist and follow procedures for crises or emergency situations.
24. Keep records of emergency drill evacuations done by bus drivers twice a year.
25. Report accidents, damages and injuries to the insurance company and dispatch their completed reports to the state.
26. Keep record of training and physicals needed by bus drivers and schedule meetings as needed.
27. Maintain proficiency in operation of computer software (including word processing, database and spreadsheets), calculators, copiers and facsimile machines.
28. Such other duties as directed by the Director of Operations.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with Provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

4/3/03