

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

TRANSPORTATION OFFICE CLERK

QUALIFICATIONS

1. High school graduate.
2. Reliable person.
3. Experience as a bus driver or bus aide.
4. Knowledge and experience with bus safety practices, route scheduling, pick-up and drop-off procedures.
5. Strong computer skills.
6. Ability to use sound judgment and discretion.
7. Ability to deal with people in a friendly, courteous and helpful manner.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Transportation Coordinator.

JOB GOAL

To provide assistance to the Transportation Coordinator by performing the responsibilities assigned to this position.

PERFORMANCE RESPONSIBILITIES

1. Maintain drivers' abstracts and physical requirements.
2. Assist the Transportation Coordinator in the development of bus routing and mandated state reports.
3. Performs the usual office practices associated with a busy, yet productive and smoothly run office.
4. Filing of all pertinent documents related to Transportation Office procedures.
5. Answer telephone and assist Transportation Coordinator in providing communication with parents and school administrators.
6. Assist with the preparation and tracking of all bussed students in the district.
7. Performs other such duties as the Transportation Coordinator may direct.

TERMS OF EMPLOYMENT

Part time as needed. Compensation annually determined by Cumberland Regional Board of Education.

EVALUATION

Performance of this position will be evaluated by the Transportation Coordinator.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 27, 2014**
AMENDED: