



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Secretary to Transportation

(Rev. 12/17/2012, Rev. 04/28/2016)

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### Qualifications:

1. High school diploma or equivalent
2. Knowledge of automated office equipment and excellent secretarial skills
3. Familiar with area and busing
4. Valid commercial drivers license with passenger & air brake endorsement
5. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### Reports To:

Transportation Director

### Job Goal:

Provide secretarial and transportation services in an organized and professional manner. Goals are for both Kingsway Regional and South Harrison School District.

### Performance Responsibilities:

1. Calculate and record weekly totals of all miles traveled for Kingsway and the elementary routes for monthly billing.
2. Review and file all weekly pre-trip inspections for all buses.
3. Record weekly mechanic reports on maintenance for each bus, along with parts charged to each vehicle.
4. Maintain inventory with software program.
5. Record detailed records of hours and mileage of all other than "regular to and from transportation" for all schools.
6. Organize and maintain AILO accounts.
7. Assist Supervisor with routing, scheduling and general functions of the department.
8. Perform routine clerical work.
9. Assume responsibilities of the Transportation Department in the absence of the Transportation Supervisor.
10. Perform other related duties as assigned.
11. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300