

TITLE: TRANSPORTATION OFFICE MANAGER

QUALIFICATIONS:

1. Valid Missouri Commercial Drivers License with "S" and "P" endorsement
2. Verifiable safe driving record
3. Demonstrate the ability to drive a school bus
4. Up-to-date physical
5. State and FBI background check
6. Knowledge of inventory and accounting procedures
7. Office management with clerical skills
8. Personable, courteous and friendly with people

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and reliable transportation of students to and from school and assist the Transportation Director with the efficient operation of the school transportation system.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates effective routing techniques, record trips, dispatch drivers and contact substitute drivers.
2. Demonstrates appropriate voice quality, greeting procedures.
3. Records all parts purchases.
4. Files necessary records.
5. Demonstrates effective communication and listening skills.
6. Assist Transportation Director when needed.
7. Supports fellow workers in completing short term projects.
8. Cannot take trips unless requested by office.
9. Is dependable and self-motivated.
10. Maintains accurate and efficient records.

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

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

Signed:_____ Date:_____
(Transportation Office Manager)

Signed:_____ Date:_____
(Transportation Director)