

CLASSIFIED JOB DESCRIPTION

LEAD TRANSPORTATION SPECIALIST

JOB SUMMARY:

Under general direction performs a wide variety of complex administrative duties requiring specialized knowledge of transportation policies and fleet maintenance procedures. Performs accounting procedures and maintenance of financial records for the Transportation Department. Committed to teamwork, collaboration, and cross-training to provide maximum services for pupils, staff, and community. Performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Composes, types, and distributes forms, memorandums, letters, and schedules.
- Conducts transactions with staff, public, and parents regarding school policies and rules.
- Understands and carries out oral and written communication.
- Prepares documents, pupil information, reports, and supply requisitions.
- Data entry on Vehicle Maintenance and maintain parts inventory.
- Collaborates with drivers and mechanics in the performance of their duties
- Prepares billing invoices.
- Processes purchase orders, stock, and nonstock requisitions.
- Provides statistical data and reports on fuel usage.
- Monitors and renews state, federal, and other applicable licenses and permits.
- May schedules appointments and meetings.
- Calculates, records, and maintains bus mileage and fuel usage.
- Operates computer, fax machine, copier, other office equipment, and two-way radio.
- Maintains office files, including payroll documents.
- May assist with dispatch operations.
- Assist with time keeping, absences, and payroll duties.
- May assist in the coordination of hazardous waste programs.
- Performs related work as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Evidence of successful experience working with maintenance, financial, or statistical records and systems.
- Knowledge of Commercial Fleet compliance with regulations, policies, and industry standards.

LEAD TRANSPORTATION SPECIALIST

Page 2

- Ability to plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type at a speed of 45 words per minute; make mathematical calculations with speed and accuracy; operate a variety of office machines including computers; communicate and interact effectively and professionally under pressure; apply interpersonal skills which reflect patience, tact, and courtesy; and maintain cooperative and effective relationships with those contacted in the course of work.
- Knowledge of modern office practices, procedures, and preparation of various forms of correspondence, filing, and general office equipment operation; and correct English usage, spelling, and punctuation.
- High school diploma or GED required. Preferably, supplemented by courses in typing, office procedures, bookkeeping, and accounting systems.
- Must have a good driving record and maintain the following documents: California Commercial Driver License Class A or B with "Air Brake" endorsements, with no limitations (except "Automatic Transmission Only" is acceptable) and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

*Classified Salary Schedule
Board Approved*

*Range 32
07/09/25*