

Job Description

Title: Transportation Secretary -12 Month

Reports to: Transportation Manager

General Summary: Assists in the smooth and efficient operation of the transportation office by performing a wide variety of clerical, record keeping, and bookkeeping duties with minimal supervision.

Essential Functions:

1. Answers phones, greets visitors, orders supplies, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with communications to students and staff using tact and courtesy. (%)
2. Prepares, duplicates, and distributes memos and other routine correspondence. (%)
3. Able to pass and obtain small vehicle permit to be able to be a sub-driver when needed.
4. Monitors two-way radio and reacts to any emergency that occurs.
5. Assists with coordination of drivers, routes, and maintenance.
6. Assists in the daily training of drivers.
7. Provide a public relation service between parents, students, and staff.
8. Able to be trained in the Edulog programs for routing and tracking of vehicles and updating student information.
9. Monitor the Edulog field trip program and make adjustments as needed.
10. Follow the state policies required by law pertaining to pupil transportation.

Qualifications:

1. Education Level: High School Diploma or equivalent.
2. Certification or Licensure: Small vehicle permit and Level I Certificate. Able to pass yearly physical.
3. Experience desired: Knowledge of Excel, Word and Google
4. Other requirements:
 - * Safe driving record as verified by the Dept of Motor Vehicle
 - *Successful completion of the State of Nebraska Level I & II school bus driver training and CPR, and first aid training.
 - * Good English usage, spelling, grammar, and punctuation skills.
 - * Ability to type at least 25-30 wpm
 - *Ability to use computer, related software, and other office equipment.
 - *Ability to establish and maintain cooperative working relationships with staff and others.

Special Requirements:

	Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing	X		
2. Walking	X		
3. Sitting			X
4. Lifting 15-20 lb.....	X		
5. Carrying 50 feet.....		X	
6. Pushing / Pulling.....	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....		X	
10. Speaking / Hearing			X
11. Seeing / Depth Perception / Color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools
 Revised: April, 2017
 Transportation Secretary / Sub Driver @CMS annex