

USD 261 EDUCATIONAL SUPPORT STAFF POSITION DESCRIPTION

POSITION TITLE: TRANSPORTATION SECRETARY

SUPERVISOR: Transportation Director/Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent
2. Knowledge of key computer components and operation, computer operating systems, network environments and the Internet.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Excellent communication skills.
6. Valid Kansas CDL with passenger endorsement.
7. Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
8. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Verify activity trip ID numbers and document trip hours on time cards so drivers receive accurate compensation.
2. Orient and instruct district employees on how to use and effectively integrate the Edulog Field Trip (**EFT**) program so the system operates efficiently.
3. Oversee Transportation Activity Trip Operations and **EFT** program to find and accommodate last minute trips.
4. Print Dispatch Copy of trip requests for weekly trip pick list and monthly Fuel & Mileage Report.
5. Frequently monitor Activity Vehicle Trip & Trip Pick List, using **EFT** program in order to update information for drivers and customers.
6. Update T-Drive Trip list with drivers and buses to provide office staff with timely information.
7. Coordinate and communicate regularly with tech support on all upgrades and software or technical issues so programs run efficiently.
8. Monitor functions of the employee attendance software to provide for accurate attendance documentation.
9. Orient and instruct staff on how to use and integrate the Transportation Office Manager (**TOM**) program, its reports and capabilities to increase accuracy and accountability.
10. Assist in receiving and responding to calls from parents, faculty and others regarding transportation, personnel, or discipline issues to help maintain good customer relations.
11. Coordinate the PBIS program for the Transportation Department in order to improve bus discipline and driver/student relations.
12. Assist the Transportation Director with bus incidents as needed for the purpose of accurate reporting and parent notification.

13. Support the Transportation Dispatcher when needed by coordinating routes, maintaining maps, and assigning vehicles to drivers for the purpose of maintaining efficiency within the department.
14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008