

Position Title: Transportation Secretary
Immediate Supervisor: Coordinator of Transportation Services

Band/Grade

Job Summary: (Basic Purpose of Position)
Serve as secretary to the Coordinator of Transportation Services

Supervisor _____ Employee _____
MAJOR JOB FUNCTION:

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	Band/ Grade	% of time D,W,M, A,Q	NECESSARY SKILLS, KNOWLEDGE ABILITIES: What You Have to Know to Accomplish the Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done
1. Assist in the scheduling of routes or corrections to makes routes more efficient and meet time requirements.		3 D	Knowledge of: 1. Roads and highways 2. Maps and plats 3. Bus routes and stops 4. Available extra vehicles 5. Available substitute drivers 6. Two-way radio communications 7. Transportation laws, regulations and policies 8. State statutes and guidelines	1. Bus routes and stops are on file, and bus routes are time and mile efficient. 2. All trips left on time.
2. Schedule and make arrangements for special trips and activities by determining the number of drivers needed for the event and the number of buses required.		13 D	Skills and Abilities 1. Plan 2. Assign 3. Organize 4. Communicate effectively 5. Mediate differences 6. Instruct	3. Drivers for extra trips were qualified for the job performed. 4. School vehicles were dispatched with consideration given to no. of students or people in need of vehicles.
3. Assign drivers for extra curricular and other between schools transportation.		15 D		5. Spare buses were dispatched and subs were called.
4. Coordinate use and dispatch other school vehicles as required.		10 D		
5. Assist in dispatching of spare buses and/or sub drivers.		5 D		

Position Job Description

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6. Prepare for registrations and school opening.		5 W		6. All information and related materials were ready for school opening.
7. Assign credit cards and give instructions on filling out mileage form.		2 D		7. Credit cards and gate keys were issued to individuals using school vehicles.
8. Communicate messages and information on the two- way radio system.		D		8. Information was communicated quickly.

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1. Maintain reporting system for extra curricular and other special transportation. Maintain reporting system and submit monthly reports to accounting office regarding extra curricular trips, field trips or any other vehicle charges to transportation from schools.		25 D	Knowledge of: 1. Computers 2. CRT Terminal 3. Programs available for new systems 4. Development of business procedures and theory 5. Telephone techniques 6. Typing 7. Office procedures 8. Form usage 9. Transportation statutes and regulations 10. Policies and procedures	1. All departments received monthly reports of transportation expenditures.
2. Prepare data for state and local reports. Assist in preparation and maintenance of department budgets.		W	Skills and Abilities 1. Instruct 2. Design 3. Delegate 4. Develop 5. Plan 6. Organize 7. Communicate effectively 8. Understand program theory 9. Mediate differences	2. Data was sorted to provide information for state reports and budgets.
3. Submit timesheets for transportation employees to payroll department.		10 W		3. Timesheets were completed, checked for accuracy and turned in on time.
4. Maintain knowledge of development in current business procedures and theory.		2 A		4. A cost efficient method was used to maintain the reporting system using the latest techniques available

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5. Maintain, prepare and submit reports requested by the Personnel Dept.		5 M		5. Monthly reports were submitted to Personnel.
6. Typing completed or delegated as assigned or needed in the office.		D		6. All postings and personnel records are done in a timely manner.
7. Fill out and process request for travel vouchers, accounts payable vouchers and petty cash vouchers for all transportation personnel as needed.		5 D		7. Travel vouchers, accounts payable vouchers, petty cash vouchers and purchase orders are done.
8. Answer department telephones and direct caller to proper individual.		D		8. Messages were taken and delivered in a polite and timely manner.
9. Assist in recording mileage and number of census sheets turned in for reimbursement from each census enumerator.		A		9. Census material was turned in and accounts payable vouchers were submitted for work completed.
10. Compile mailing list, fill envelopes with required forms and sort envelopes.		A		10. Correspondence was typed and mailed in a neat orderly manner.