

## **Job Title: Assistant Supervisor of Transportation**

### **POSITION SUMMARY:**

The Transportation Assistant supports the Supervisor of Transportation with office duties required.

### **ESSENTIAL FUNCTIONS:**

- Type and file correspondence, inter-office forms and records
- Receive incoming calls and provide requested information for the department
- Maintain confidential files
- Reproduce and collate materials
- Responsible for all purchase orders
- Responsible for the arrangement of all buses and drivers for field trips
- Responsible for obtaining all necessary information from new employees
- Responsible for scheduling DOT Physicals, drug tests, road tests, and background checks
- Responsible for providing substitute drivers
- Monthly Vehicle Mileage reports
- Yearly in Service; compiling all paperwork to each transportation employee
- Clearing House; Drug and Alcohol random testing –Running yearly driver reports and registering and running in depth reports at hire in date
- Organizing THP Bus inspections; setting up inspection dates; reporting for the Extended Usage on buses
- Power School-EIS/ADT – Reporting; using power school and EIS/ADT to check student ridership/ student count during the year
- Infinit-I; Reporting and hire in requirement (driver training) listing of Infinit-I activities and notifications
- Maintaining transportation files not limited to: Medical Certifications; Homeland Security, Certifications; First Aide/CPR
- Student Transportation Compliance Monitoring; Federal/State Law Policy and Procedures; Bus driver credentials and training; Safety and Emergency Management; School bus maintenance records
- Siesta; Once implemented Payroll, Timekeeping
- Traversa; once implemented: Maintain and plan routes using the Traversa Software.
- Camera Systems; Using camera systems and software
- Work with Central Dispatch (911 operations) Keeping our road mapping up to date as well as any road conditions and hazards.
- Perform other duties assigned by the Transportation Supervisor

## **QUALIFICATIONS:**

- Minimum of a High School Diploma
- Experience in performing secretarial duties
- Knowledge of typing and office machines
- Demonstrate ability to organize and prioritize workload; ability to meet deadlines
- Knowledge of Microsoft Office and school related computer programs
- Be able to work under pressure with tight deadlines and be available before and after normal business hours to get the job done.

## **WORK CONDITIONS:**

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

\*\*\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.