

Job Title:	<b>TRANSPORTATION SECRETARY</b>	Reports to:	<b>TRANSPORTATION DIRECTOR</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Time sheets including the recording of absences for all transportation personnel and the substitutes filling in for them
- Keeps time sheets and turn them in to the District office along with leave affidavits
- Issues forms and assist in the completion of purchase requests and sends to District office, checks in orders when delivered
- Aides in the completion of all required transportation reports (i.e., 100 day report, fuel reports, daily head count and mileage reports, accident reports, discipline referrals, travel forms and charge backs for travel)
- Type reports and correspondence as required
- Filing to include maintaining files in an orderly manner as required for administration, staff and students
- Takes minutes at staff meetings
- Keeps computerized inventory of parts and equipment
- Qualified AZDPS driver trainer classroom. BTW and PDT.
- Qualified ADOT third party tester.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Good driving record, No DUI in past 5 years
- Able to acquire an Arizona CDL license, P&S Endorsements, Arizona Bus Driver Certificate.
- Knowledge of basic bus equipment operation and routine servicing
- Able to pass required physical examination, pre-employment, biannual physical, post-accident, random and reasonable suspicion drug/alcohol test.
- Ability to communicate with students
- Skilled in managing groups of students
- Knowledge of basic emergency procedures
- Able to supervise others fairly and firmly when necessary
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, parents, and students, good work attitude with a positive and pleasant disposition.
- Main priority to aid and be of assistance to the Transportation Director

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

### **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*