

SUPPORT STAFF POSITIONS
(Transportation Office Secretary)

QUALIFICATIONS:

1. High school diploma required.
2. Be able and willing to obtain a commercial drivers license.
3. Demonstrated aptitude for the work to be performed.
4. Be in good health and be physically able to perform duties.
5. Exhibits expertise with word processing, spreadsheets and other computer applications.
6. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

SUPERVISORY RESPONSIBILITIES:

1. The transportation office secretary reports to the transportation director.

RESPONSIBILITIES:

1. Performs all office duties as assigned to include, but not limited to, transportation paperwork, telephone communications, communication with drivers, updating of computer maintenance records, etc.
2. Open shop and bus barn at the beginning of the day.
3. Run errands and deliver vehicles.
4. Fuel buses and other school vehicles.
5. Clean buses and other school vehicles inside/outside.
6. Assist with other duties as assigned by transportation director.