

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Transportation Secretary/Specialist	Wage/hour status:	Nonexempt
Reports to:	Transportation Supervisor	Clerical/Technical Pay Grade:	6 (260 Days)
Dept./School	Transportation	Date Revised:	8/28/2020

Primary Purpose:

Assist with daily operation of transportation office, provide clerical services to transportation supervisor. Dispatch drivers and buses. Monitor and respond to two-way radio communications. Answer, record, and route telephone calls. Record absentee calls and assign substitutes.

Qualifications:

Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
Must be 18 years of age
High School diploma or GED

Special Knowledge/Skills:

Proficient typing, keyboarding, and file maintenance skills
Knowledge of correct English usage, grammar, spelling, and punctuation
Basic math skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience:

Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses
Ability to read and understand documents including policies and procedures manuals
Ability to receive and give written and verbal instructions
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
Excellent organizational, communication, and interpersonal skills
Clerical experience, preferred

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, requisitions, and reports for transportation office.
2. Receive and process work orders.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
5. Keep up-to-date files for all department employees.
6. Maintain appropriate student records as needed.

Phones and Dispatch

7. Answer incoming calls, take messages, and route them to appropriate staff.
8. Dispatch drivers and vehicles on a daily basis.
9. Monitor and respond to two-way radio communications.
10. Receive, record, and report driver and bus monitor absence calls.
11. Assign substitute drivers and monitors for morning and afternoon shifts as needed.
12. Respond to driver requests for assistance and dispatch tow trucks, emergency services, and additional equipment as needed.
13. Process requests for extracurricular transportation and arrange for drivers and appropriate equipment as needed.
14. Answer incoming calls and handle questions and requests that fall within level of responsibility.

Accounting

15. Assist with preparation of purchase orders and payment authorizations.
16. Compile and report time records or prepare payroll on employees
17. Calculate trip tickets for payment to route drivers and extracurricular drivers and bill appropriate department or campus.

Data Entry

18. Input all supply and equipment purchase information in computer.
19. Input student and staff information in computer.

Other

20. Serve as substitute bus driver as needed.
21. Order office supplies for department.
22. Welcome all visitors and handle their requests or refer them to appropriate personnel.
23. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
24. Maintain a schedule of appointments and make arrangements for conferences and interviews.
25. Follow district safety protocols and emergency procedures.
26. Has regular in person attendance and complies with notification procedures for absences.
27. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) on a daily basis

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.