

LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT #95
JOB DESCRIPTION

Title: Assistant for Transportation Department

Reports To: Director of Transportation

Work Year: 12 Month – Full Time (starting salary \$16.49/hr)

Requirements: High School diploma or equivalent plus a minimum of 1-3 years clerical/administrative experience.

Experience with Microsoft Office products including Windows, Word, Excel, Outlook and Access. Versatrans Routing, Skyward, and School Messenger software experience a plus.

Exceptional attendance and punctuality. Flexibility and knowledge of the district geographic area a plus.

Preferred but not required to have Class B licensing, air brake endorsement, and school bus permit.

Position also requires a degree of confidentiality as well as strong oral and written communication skills. Must be able to work effectively with bus drivers, parents and students. Supportive of District #95 Strategic Plan and Core Values. Supportive of District #95 policies and practices.

Essential Job Functions:

1. Provides a variety of clerical support to Director and Transportation Department.
2. Maintain employee files according to State and Federal requirements including certification records (both Transportation and Activity Bus Users). Schedule certification classes. Notify staff when renewal is due and follow through with each portion of the renewal process until completed.
3. Process purchase orders and track expenses for State Claim purposes. Reconcile invoices for accuracy prior to payment, maintain and reconcile the petty cash and IPASS accounts.
4. Maintains bus incident reports including processing write-ups for drivers, sending to responsible school, and following up on disciplinary action. Notify driver of any action taken or not taken by school.
5. Maintain and update payride eligibility records in Verstrans, distribute payrider lottery information to families. Process paperwork for collection using District Eschool program.
6. Monitor the quantity of fuel in storage tanks. Schedule fuel deliveries, maintain fuel records and charge back to district departments (Maintenance & Driver's Education).
7. Monitor departmental office and fleet supplies and reorder when necessary.

Other Duties Include:

8. Perform back-up dispatch duties and assist in executing "Accident Procedures" if needed.
9. Receive document and resolve, if appropriate, parent/community complaints and inquiries.
10. Keep various district web pages (department, school(s), district) updated with current, pertinent busing/transportation information.
11. Setup and broadcast appropriate information via telephone or email to parents and guardians through School Messenger.
12. Ensure that a current "Certificate of Insurance" for all outside vendors is on file in both the Transportation Office and the Business Operations Office.
13. Performs other duties assigned by the Director of Transportation.