



<b>TITLE:</b>	<b>Secretary, Director of Transportation</b>	<b>STATUS:</b>	<b>Non-Exempt/At-Will</b>
<b>REPORTS TO:</b>	<b>Director of Transportation</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Transportation</b>	<b>PAY GRADE:</b>	<b>PT6</b>

#### **PRIMARY PURPOSE:**

Facilitate the efficient operations of the transportation services department, and provide clerical services to director and staff.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

High School Diploma or GED required. Some college hours preferred  
 Ability to obtain commercial driver's license with Passenger (P) and School Bus (S) endorsements  
 TAPT Specialist certification (preferred)  
 Bilingual – Spanish preferred

##### **Special Knowledge/Skills:**

Proficient computer skills in Microsoft Applications and applicable transportation software  
 Excellent organizational, communication, team, multi-tasking, and interpersonal skills

#### **WORKING CONDITIONS:**

Maintain emotional control under stress, work with frequent interruptions. Frequent sitting, walking, bending, kneeling, pushing and pulling; moderate lifting and carrying up to 50 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses. Occasional prolonged and irregular hours, frequent district wide travel and occasional out of district travel.

#### **Essential Functions:**

1. Demonstrate expertise in and complies with applicable federal, state, and district policies and procedures. Able to research information and cite sources when requested.
2. Maintain the current filing system in accordance with district and department guidelines.
3. Maintain a schedule of appointments and make arrangements for conferences, travel and interviews. Book other facilities as needed. Maintain facility usage for transportation buildings. Arrange for speakers when needed.
4. Maintain a calendar of required reports due to TEA in compliance with the transportation program.
5. Maintain inventory for department supplies, uniforms, CPR/FA materials, and CPI materials. Keep conference and training room stocked
6. Assist director with department budget.
7. Assist with department communication via newsletter and communication monitors. Take department pictures.
8. Serves as a liaison for the transportation activity fund. Order flowers/cards when needed.
9. Assist with application processing and new hires. Set new employees up in transportation software.
10. Maintain weekly operations agenda, and monthly driver safety agendas. Take notes during meetings.
11. Prepare memos, letters, forms, etc. for the Director. Screen phone calls and assist callers by taking messages when needed and/or transferring them to appropriate staff.



12. Maintain transportation operations continuing education and certification log.
13. Maintain department handbook and update as needed based on supervisor meetings. Keep shared folders updated and organized. Remove unnecessary files when no longer used.
14. Serves as a liaison in maintaining good rapport with students, parents, campuses and community to maximize service and resolve conflicts.
15. Observe all safety rules according to DOT regulations. Keep storage areas and work area clean and orderly. at all times. Destroy records based on records retention plan.
16. Must be willing to drive any bus route as assigned.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date