



Position Title: **Special Services Transportation Secretary II**

Department: Transportation

Reports To: Transportation Supervisor

SUMMARY: Provides student transportation and secretarial support for McKinney-Vento, Foster Care, Special Education, and other student service needs. Under general supervision of the transportation supervisor, transports students in transportation vehicle to and from school, appointments, activities, etc. Helps the supervisor and manager with decisions concerning route, discipline of students, and maintains a good relationship with other drivers, students, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Drives Type 20, Type 10, and other transportation vehicles safely and lawfully
2. Complies with all board policies and state laws pertaining to pupil transportation
3. Performs and properly completes daily pre-trip inspections: Checks tires, engine oil and all lights daily
4. Operates 2-way radio equipment
5. Complies with all traffic ordinances and handles all traffic situations that arise to the best of their ability
6. Complies with discipline policies set forth in Board Policy EEACC: Student Conduct on School Buses
7. Attends and participates in trainings
8. Shows proficiency in handling and maneuvering transportation vehicle
9. Disciplines students under the direction of supervisor
10. Maintains working knowledge of rules and regulations outlined in current Oregon Pupil Transportation Manual pertaining to Type 20 vehicles
11. Keeps the transportation vehicle clean inside and out
12. Maintains both a steady and flexible time schedule as to the pickup and delivery of students
13. Reports any mechanical problems that arise on the vehicle to the head mechanic or the transportation supervisor
14. Keeps a good check on all instrument gauges during the operation of the transportation vehicle
15. Professional dress for job demands and work with students
16. Maintains required paperwork
17. Corresponds with district staff and stakeholders via email
18. May be asked to translate, if applicable
19. Maintains regular on-time attendance
20. Uses student information system, transportation routing system, and other district-supported platforms to manage a wide variety of student and transportation records

21. Assists with McKinney-Vento, Foster Care, and other special service reporting and recordkeeping
22. Makes and receives telephone/radio calls, takes messages, and routes calls as needed
23. Assists with transportation communication to students, parents and other district staff
24. Obtains, gathers, and organizes pertinent students and/or transportation data and uses spreadsheets and other recordkeeping documents to manage records
25. Assists with maintaining office materials and equipment
26. Communicates professionally with staff, students and parents
27. Performs related duties as required

SUPERVISORY RESPONSIBILITIES: Supervises students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have knowledge of all rules and regulations pertaining to the operation of any motor vehicles. The latest changes in the laws regulating the transportation of pupils. Knowledge of what is a normal reading for all the gauges on the instrument panel of the vehicle and what is happening when one or more does not read normally.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Must not have excessive points on driving record and be able to pass drug test and background check. Experience and demonstrated ability with Excel, Word and general computer use. Secretary experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Maintain ODE approved First Aid/CPR cards. Hold a valid driver's license. Successfully complete annual Type 20 training.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps and written directions. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to set themselves up as a model driver to follow and not be a hazard on the road. Keep a level head when an emergency arises and be able to take command of the situation until help arrives. Ability to make decisions when there is a change in normal student delivery. Report all road hazards. Ability to observe any mechanical problems and report them properly. Must be able to follow oral and written instructions.

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 this 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. May be required to demonstrate ability to: open and close a manually operated vehicle entrance and exit control; climb and descend steps with a maximum step height of 17-1/2 inches; operate two hand controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90 pounds; depress a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. Visual acuity of at least 20/40 (Snellen) in each eye either with or without corrective lenses and a binocular acuity of at least 20/40 (Snellen) in both eyes either with or without corrective lenses. Perceives a forced whispered voice in the better ear not less than five feet with or without the use of a hearing aid, or if tested by the use of an audiometric device. No hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear a properly operating hearing aid at all times while driving and supervising students.

In addition to the listed physical requirement above, all drivers must meet physical examination requirements as outlined in the current Oregon Pupil Transportation Manual.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date