



Caswell County Schools

Job Description: Transportation Office Support Personnel

JOB TITLE: Transportation Office Support Personnel
REPORTS TO: Transportation Director
SALARY: Based on State and Local Salary Schedule
STATUS: Permanent 12 months, Classified, Exempt

SUMMARY:

The job of Transportation Office Support Personnel was established for the purpose/s of creating systematic communication between substitute bus drivers and school personnel, increasing opportunities for bus driver training and recruitment of bus drivers as well as all aspects of arranging transportation for athletic events, field trips, and/or special events with all county vehicle requests. This position will also include operating a variety of computer software programs in support of the transportation system.

RESPONSIBILITIES & DUTIES:

- Follows all rules, policies and procedures of Caswell County Schools, along with regulations pertaining to the Transportation Department
- Communicates with bus drivers and administration regarding substitute bus driver staffing
- Process bus driver's reimbursements for transportation
- Scheduling and promoting bus driver training classes
- Create/maintain records on activity buses and local vehicles
- Process transportation invoices related to vehicles, as required
- Assist customers with activity buses and create/record school field trips invoices and payments
- Record bus driver time sheets and requested absences
- Maintain bus driver records such as time sheets and monthly incentives
- Communicates collaboratively with all customers, personnel and departments
- Additional duties and responsibilities as assigned by the Transportation Director

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma or associate's degree with two to three years of related experience and/or training; or equivalent combination of education and experience. Accounting experience preferred.



KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates functional knowledge of Microsoft Office Professional, LINQ, SAP, BSIP, and Transportation Information Systems (TIMS), as needed
- Ability to use all office equipment
- Ability to understand and follow written guidelines and regulations as well as oral instructions
- Ability to maintain effective working relationship, and to deal with general public; handle complaints in a professional manner
- Must have & keep current a NC CDL License with Endorsements (P-Passenger & S-School Bus)
- Ability to communicate clearly and concisely both verbally and in writing

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and listen. The employee is occasionally required to use hands to fingers, handle, or feel: reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds or more at times.

FUNDING SOURCE: State Transportation Personnel: 1.6550.056.175 (Office Support III)

DISCLAIMER:

The following statements of the job descriptions are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date