**Transportation Secretary, Waterloo Local Schools**  
  
Reports to: Director of Transportation  
  
Primary Purpose:  
Assist with daily operation of the transportation office and provide clerical services for the  
transportation department. Able to fill in as needed when the Director of Transportation is  
driving or filling other duties.  
  
Qualifications:  
Education/Certification:  
High school diploma or GED  
Special Knowledge/Skills:  
School bus endorsement preferred/ able to obtain  
Proficient keyboarding and file maintenance skills  
Proficient knowledge with various software to include: Transfinder Pro, Outlook, Word, Excel  
Knowledge of correct English usage, grammar, spelling, and punctuation  
Basic math skills  
Strong communication skills  
  
Major Responsibilities and Duties:  
Routes and Schedules  
1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and  
afternoon shifts.  
2. Drive when needed.  
3. Assist with or coordinate extracurricular transportation.  
4. Prepare data required to plan bus routes and post route schedule.  
5. Maintain map files.  
Records, Reports, and Correspondence  
5. Prepare correspondence, memorandums, forms, requisitions, and reports for the transportation office.  
6. Compile pertinent data to prepare various required state and local reports.  
7. Maintain physical and computerized departmental files on transportation issues, including bus incident  
reports, trip forms, and accident/injury reports.  
8. Keep up-to-date files for all department employees including driver certification, licensing, and  
physical physical exam records.  
9. Maintain bus rider assignment records and appropriate student records as needed.  
10. Comply with all district policies, as well as state and federal laws and regulations.  
Communication  
11. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.  
12. Notify drivers, parents, and school personnel of any changes in a student’s bus service, such as an  
address change, change in pick-up and drop-off location, change in time or bus change.  
13. Maintain positive and cooperative working relationships with colleagues and others.  
14. Process incoming/outgoing mail.  
Phones  
15. Answer incoming calls promptly, professionally, with a friendly attitude. Take reliable, accurate  
messages, and route them to appropriate staff.  
16. Answer incoming calls and handle questions and requests that fall within the level of responsibility.  
Data Entry  
17. Input student and staff information on the computer.  
18. Input route, rider, limit, and other required information utilizing Transfinder Pro.  
Other  
19. Order office supplies for the department.  
20. Welcome all visitors and handle their requests or refer them to appropriate personnel.  
21. Maintain effective rapport and good public relations with the general public and handle any problems or  
concerns in a prompt and courteous manner.  
22. Maintain a schedule of appointments and make arrangements for conferences and interviews.  
23. Maintain confidentiality.  
24. Other duties as assigned by the Superintendent or designee.  
25. Flexibility on hours as emergency situations / lack of staffing dictate.  
  
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