**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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