Job Title: Transportation Secretary

Job Summary:
Under the direction and supervision of the Director of Transportation or designee, the Transportation Secretary will perform a variety of tasks to ensure the smooth, accurate and efficient operation of the Transportation Department.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Respond to the public and other district departments and staff in a cordial, courteous manner; answer telephones, radio transmissions and relay messages.
- Complete, accurately and neatly all correspondence and a variety of other materials such as letters, memos; prepare reports and other vital information such as citations and daily logs.
- Preparation of monthly timesheets to payroll as well as insure staff provide absence forms in a timely manner, track leave balances and extra trip time and secure necessary documentation from staff for Leaves.
- Process approved in-lieu of contracts and Type 2 certifications.
- Prepare requisitions and monitor purchases to ensure proper & timely payment. Reconcile credit card statements monthly and submit to accounting.
- Process completed field trips for proper billing to district accounts and transportation payroll.
- Assist with a variety of required documentation on training files.
- Complete data entry for daily log sheets.
- Review and distribute Health Plans provided by schools as they are received.
- Coordinate Safety Committee meetings for the department and keep the minutes from those meetings.
- Prepare and help maintain all appropriate Transportation department files and records.
- Keep accurate records of equipment assigned for student use, and various permission forms to accommodate student needs.
- Assist in contact substitute drivers and transportation assistants as needed to cover routes and trips in the absence of the regular driver/assistant.
- Assist in providing bus information upon request to parents, staff, and students.
- Assist in providing information and clarification to community inquiries and concerns regarding Transportation policies and procedures.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Preference for a strong background in K-12 school bus and secretarial experience.
- Accurately operate 10-key by touch and type 60 wpm.
- Integrates technology into planning, learning, and record-keeping activities.
- Ability to organize, set priorities, meet deadlines, make sound decisions, attention to detail, and follow through on a variety of assigned tasks.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.
- Demonstrates excellence in clerical skills, including accurate filing, proofreading, grammar, spelling, punctuation, arranging letter format, etc.
- Demonstrates record keeping skills.
- Demonstrates organizational skills.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
- High School diploma or equivalent (documentation required at time of application).
- Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date with the exception of CDL training which could go beyond thirty (30) calendar days.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught
and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation:**
The Transportation Secretary shall be evaluated periodically by the Director of Transportation or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

**Classification History:**
Job description developed: June 2016 bmr
Job description revised: July 2017 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.