



Flour Bluff Independent School District Job Description

JOB TITLE: Transportation Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Assistant Director of Operations/Executive Director of Operations

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Assist with daily operation of transportation office, provide clerical services to transportation supervisor. Dispatch drivers and buses. Monitor and respond to two-way radio communications. Answer, record, and route telephone calls. Record absentee calls and assign substitutes.

QUALIFICATIONS:

Minimum Education / Certification:

- High School diploma or GED

Special Knowledge Skills:

- Proficient typing, keyboard, and file maintenance skills.
- Knowledge of correct English usage, grammar, spelling, and punctuation.
- Basic math skills.
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.

Minimum Experience:

- Three years secretarial experience, preferably in public education environment.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepares correspondence, memorandums, forms, requisitions, and reports for transportation office.
2. Compiles pertinent data to prepare various required state and local reports.
3. Maintains physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
4. Keeps up-to-date files for all department employees.
5. Maintains appropriate student records as needed.
6. Manages payroll for the Transportation Department.
7. Maintains fuel logs.
8. Assists or handles assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
9. Schedules and assigns drivers to extracurricular transportation.
10. Maintains random drug and alcohol testing lists and results.
11. Compiles and reports time records and prepares payroll on Transportation employees.
12. Maintains all driving, safety, physical, driver certification, and license check records on all drivers.
13. Prepare all reports required by the Texas Education Agency Relative to transportation and maintenance.
14. Maintain mileage records on all bus routes and travel.
15. Prepare various reports as required by the state, district, or department.
16. Handle driving and safety records of all new applicants.
17. Stays updated on safety policies and procedures applicable to job assignment.
18. Maintains good working communications with co-workers and other staff members.
19. Maintains good attitude in difficult situations.
20. Helps maintain cohesiveness among employees.
21. Performs duties in a timely and organized manner.
22. Effectively utilizes personnel when assigned.
23. Is punctual in all aspects of work activities.
24. Complies with Transportation Department policies and procedures.
25. Complies with policies and procedures as outlined in the employee handbook and addendum.
26. Adheres to proper channels when communicating ideas, problems, etc.
27. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.

Lifting:

Occasional light lifting and carrying (less than 15 pounds).

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.