



POSITION AVAILABLE

Secretary (Department of Transportation Maintenance)

This position requires a thorough knowledge of the principles and practices of school transportation, a thorough knowledge of the road map system in Lunenburg County, a comprehensive knowledge of business practices applicable to transportation, ability to establish and maintain effective working relationships with school officials, associates, parents and the the general public.

Essential Tasks to include but not limited to:

Handles all incoming correspondence, gathers and organizes pertinent data as needed, maintains a filing system of bus drivers personnel folders.

Operate computers, calculators, copiers, postage machine and fax machine.

Handles all routing requests for students and assigns them to buses. Sets up routes for after school and summer programs as well as getting drivers to cover the routes. Schedules all Trip Requests.

Code all bills for Transportation, Maintenance, Custodial, and Grounds for the Accounts Payable Department.

Figures adjustments to drivers pay and calculates substitute drivers pay, special trips and submits the data to the Payroll department monthly.

Maintain sick leave records for drivers. Assist drivers in getting substitutes when emergencies arise especially when they are out due to illness.

Maintains and coordinates files for drug testing.

Monitors the Base Radio and relays messages as requested.

Assists parents with problems concerning transportation.

Possess a valid driver's license.

Perform related work as required.