

Transportation Liaison

Primary Function

The Transportation Liaison will be primarily responsible for coordinating all district student transportation including registration, routing, and troubleshooting.

Organizational Relationships

Reports to the Business Manager.

Qualifications

- Graduation from high school or technical school.
- Proficient skill in English composition, grammar and spelling.
- The liaison is required to hold a valid driver's license.
- Demonstrated skill in administrative assistant tasks is required.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to perform assigned duties with a minimum of direction.
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students.
- Ability to physically move about the district.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to handle student and staff information with confidentiality.

Performance Responsibilities

1. Coordinate initial set-up of bus routes, registration for transportation, and day-to-day student transportation needs.
2. Coordinate special education transportation, including tracking and reporting for reimbursements.
3. Process field trip requests for PTO, Athletics, and other school events.
4. Maintain all necessary reports, records, and files.
5. Provide customer service support to transportation users, including communication about route changes, delays, and inclement weather.
6. Be on-call for daily bus route issues beginning with early morning route through last route of the day. This may require flexibility in work hours dependent on time of year and weather conditions.
7. Reviews coding of transportation invoices.
8. Perform other duties as assigned by the Business Manager, including providing administrative assistant support to the Operations and Maintenance department.

Terms of Employment

12-month position. Hours vary seasonally 7:00 a.m. – 4:00 p.m. or 8:00 a.m. – 5:00 p.m., may require early AM phone check-in with bus company.

Evaluation

Performance of this job will be evaluated in accordance with the Support Council Agreement.