

JOB DESCRIPTION

TRANSPORTATION RECORDS CLERKS

Class Code: 7931

TITLE: Transportation Records Clerk
Grade 16

REPORTS TO: Director of Transportation Director

SUPERVISES: N/A

JOB FUNCTION: ~~Conduct on-the-road and classroom phases of bus driver training courses; plan, implement and instruct safety programs for district bus drivers; to assure state laws, regulations and local board policies are met, and perform the duties of first line supervisor for a section of drivers and assistants.~~ Responsible for payroll and other clerical duties related to payroll processing, human resources and benefits within the Transportation Division.

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DUTIES AND RESPONSIBILITIES:

- ~~Conduct driver training instruction in accordance with the curriculum developed by the Division of Pupil Transportation.~~
- ~~Conduct the annual eight hour update for school bus drivers as required by Kentucky Administrative Regulations.~~
- ~~Perform annual and periodic evaluation of performance of bus drivers and driver assistants.~~
- ~~Train and assist new drivers concerning student behavior management.~~
- ~~Coordinate communications between drivers, driver assistants, special education monitors, and routing and mechanical staff.~~
- Assists in the review of payroll systems and procedures within the division; recommends improvements and implements changes as approved.
- Processes payroll and related records; computes hours and leave of employees for each pay period using a computerized timekeeping system.
- Communicates with district and site-based personnel regarding time reports, warrants, insurance coverage and leave time.
- Monitors and prepares changes in payroll related data and employee schedules;

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parents and schools as needed.

DUTIES AND OTHER RESPONSIBILITIES (CONT.):

- When needed, drive buses of varying sizes over designated routes in accordance with time schedules as assigned.
- Serves as back-up for trips coordinator.
- ~~Prepare and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.~~
- ~~Conduct school bus driver certificate renewal training programs; conduct safe driving and safe working methods and procedures training programs periodically and as specifically required.~~

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DUTIES AND OTHER RESPONSIBILITIES (CONT.):

- ~~Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.~~
- ~~Assist Transportation Manager as required; dispatch drivers; provide work assignments to bus drivers; set up routes for special education students, and perform the duties of the immediate supervisor in the supervisor's absence.~~
- ~~Implement safety program as required by the State Department of Education.~~
- ~~Receive documents, investigate and make recommendations on complaints from parents, school personnel and drivers, monitors, and drivers assistants.~~
- ~~Inspect buses for cleanliness and proper care.~~
- ~~Remove and inspect onboard videotapes as scheduled by the Transportation Manager.~~
- Perform other duties as assigned.
- Maintain regular attendance.

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KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

- Principles and techniques involved in classified pay regarding preparation, monitoring, and control.
 - Financial record-keeping principles and procedures.
 - Modern office practices, procedures, and equipment.
 - District organization, operations, policies, and objectives.
 - Applicable state requirements and other laws.
 - Interpersonal skills using using tact, patience, and courtesy.
 - Telephone etiquette.
 - Operation of computer terminal and other office equipment.
 - Oral and written communication skills.
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- Safe driving practices and methods.
 - ~~Principles, methods, techniques and strategies for training of school bus drivers.~~
 - ~~Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students and in the training of school bus drivers.~~
 - ~~Principles methods and procedures related to a large pupil transportation system.~~
 - ~~Technical aspects of field of specialty.~~
 - Supervisory techniques.

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ABILITY TO:

- ~~Conduct bus driver training and safety programs.~~
- Perform complex and responsible payroll duties with a high degree of skill and accuracy.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Process payroll and related records.
- Train and provide work direction to others.
- Deal tactfully and effectively with irate employees and the general public.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Operate a school bus over designated routes.
- Maintain accurate records and prepare reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.

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~~KNOWLEDGE AND ABILITIES (CONT.):~~

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~~ABILITY TO:~~

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- ~~Observe legal and defensive driving practices.~~
- ~~Attend meetings and remain current concerning rules, regulations, policies and laws.~~
- ~~Be able to obtain certification as a driver training instructor with the division of Pupil Transportation.~~

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and two ~~years experience~~ years² of ~~experience~~ ~~ef in payroll accounting processing.~~ in the operation of a school bus.

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LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial ~~Class B~~ driver's license ~~with P and S endorsements or ability to obtain within six months of employment.~~ ~~School Bus Certificate,~~ ~~completion and maintenance of certification by State Department of Education~~ ~~School Bus Driver Instructor Course.~~

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Revision Date:

07/2011

Revision Date:

07/2012

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03/04/2016