

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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prepare changes, correction or adjustments as necessary; notify appropriate
DUTIES AND OTHER RESPONSIBILITIES (CONT.):

supervisors.

- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing district payroll; assists employees in completing necessary payroll documentation and leave forms.
- Verifies and inputs individual sick, emergency, personal, and vacation leaves; distributes related lists and notices as needed.
- Coordinates on a yearly basis for the Benefits Open Enrollment periods with personnel from district office, including distribution of any and all insurance brochures and packets to division employees; assists employees as needed during open enrollment.
- Works closely with Benefits Office regarding employee notification of FMLA and other leaves as needed.
- Works closely with the division director in hiring of new employees within the division; processing any need forms through Budget/Staffing Office; accounting for and tracking job openings and placement.
- Processes all resignations, retirements, etc. through Human resources and Budget/Staffing for all division employees.
- Maintains personnel records for all division employees as it relates to payroll, benefits, yearly evaluations, etc.
- Coordinates with Section Supervisors for the completion of annual employee evaluations and required online safety training.
- Prepares and presents at the annual in-service training.
- Prepares annual summer mailings to drivers and monitors regarding return to work for the school year.
- Answers incoming calls for the division in a professional manner concerning complaints, safety concerns, and routing issues; prepares and processes concerns to appropriate supervisors and dispatchers; disseminates bus information to

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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~~ years¹ 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