

Full Job Description

Job Title: Bilingual Transportation Office Assistant

Reports to: Director of Transportation

Summary Job Description

Assist with the daily operation of the transportation office and provide clerical services to the director of transportation.

A. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Communicate with parents and students in Spanish and English.
2. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon shifts.
3. Assist with or coordinate extracurricular transportation.
4. Prepare data required to plan bus routes and post-route schedules.
5. Maintain map files. Records, Reports, and Correspondence
6. Prepare correspondence, memorandums, forms, requisitions, and reports for the transportation office using a personal computer.
7. Compile pertinent data to prepare various required state and local reports.
8. Maintain physical and computerized departmental files on transportation issues, including bus incident reports, trip forms, and accident/injury reports.
9. Keep up-to-date files for all department employees including driver certification, licensing, and physical exam records.
10. Maintain bus rider assignment records and appropriate student records as needed.
11. Comply with all school policies, as well as state and federal laws and regulations.
Communication
12. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.

13. Notify drivers, parents, and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time, or bus change.
14. Maintain positive and cooperative working relationships with colleagues and others.
15. Answer incoming calls promptly, professionally, and with a friendly attitude.
16. Take reliable, accurate messages.
17. Input route, rider, limit, and other required information utilizing the routing program.
18. Maintain effective rapport and good public relations with the general public and handle any problems or concerns in a prompt and courteous manner.
19. Serve as a substitute bus driver when needed.
20. Maintain confidentiality.
21. Other duties as assigned.

H. Education, Training, and/or experience

1. Spanish – English Bi-Lingual (required)
2. At least two (2) years of experience in school district transportation operations. (preferred)
3. Valid Indiana State Driver's License is a must. Class A or B; Passenger and School Bus Endorsements; current medical certificate preferred or ability to obtain. (preferred)
4. Valid First Aid and CPR Certificates.
5. Able to successfully pass an extended background check.

Job Type: Full-time

Pay: \$45,000.00 per year

Benefits:

- 401(k) matching
- Dental Insurance
- Employee assistance program
- Health insurance
- Health savings account

- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday

Experience:

- Customer service: 1 year (Preferred)

Language:

- Spanish (Required)
- English (Required)

Work Location: In person