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<b>Position:</b>	Transportation Data Clerk	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Transportation	<b>Salary Grade:</b>	09
<b>Reports to/Evaluated by:</b>	Transportation Manager	<b>Salary Schedule:</b>	Non-Operations

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**SUMMARY:**

Under general supervision, performs a variety of highly difficult clerical and financial tasks to district wide operations and other work as required.

**NATURE AND SCOPE:**

Work is performed under general guidance of the Transportation Manager. Duties are normally routine in nature and follow well defined practices and procedures. However, judgment and discretion are required to deal with emergency and/or unanticipated situations. Work involves performing a variety of duties and may include receptionist, record maintenance, filing and retrieval of information and reports. Work is normally completed independent. Work contacts extend beyond peers to parents, students, school site and District office employees, and the general public.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-management position in the Transportation series, requiring specialized training or experience. Advancement along the Transportation line is restricted to the Transportation Dispatch/Clerk position, Transportation Dispatcher, Transportation Router or a Supervisory position, either of which will require additional formal training and/or experience in transportation management.

**ESSENTIAL TYPES OF DUTIES (Examples):**

- Updates and maintains student data and program changes in the transportation routing system.
- Makes timely provisions to routes when students move and are new to the district.
- Coordinates all changes with site administrators, parents, daycare providers and drivers.
- Assists in updating complex routing systems for special education school sites, including transfers, mid-day routes, and minimum day schedules.
- Assists with daily dispatch responsibilities.
- Assist in monthly billing and year end billing reports.
- Updates student data as IEP is completed.
- Provide supportive assistance to families.
- Schedule and attend routing meetings with site administrators and parents to aid in routing and scheduling of buses.
- Attend IEP meetings if necessary.
- Use spreadsheets to track daily attendance, route miles and route hours for services provided.
- Assist with timesheets and purchase orders.

**QUALIFICATIONS:**

**Knowledge and Skills:**

Requires good English, grammar, spelling, punctuation and math skills. Required technical knowledge of bookkeeping. Must be skilled in the use of computer work processing programs and have a basic

understanding of the use of spreadsheets and databases. Must have sufficient communication skills to project a positive image and convey basic information to customers, students, parents and staff.

**Abilities:**

Requires the ability to perform all of the essential duties of the position effectively and efficiently under general supervision. Requires the ability to apply District rules and regulations pertaining to pupil transportation. Requires the ability to operate a two-way radio. Must be able to monitor and coordinate response to breakdowns and accidents to prevent interruption of service. Requires the ability to communicate with individuals both inside and outside of the District setting. Requires the ability to sit for extended periods of time. Requires hearing and speaking ability sufficient to communicate by phone or in person.

**Physical Abilities:**

Requires sufficient arm, hand, and finger dexterity to operate keyboard, typewriter (35 wpm) and other office equipment. Required visual acuity to read words and numbers.

Education and Experience:

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High School diploma supplemented by course work in general office skills required. Minimum of three years of technical and record keeping experience required. Two years of computer experience to include data entry and technical ability to change and maintain computerized routing program.

**Licenses and Certificates:**

May be required to obtain a valid California Driver's License.