



Title:	Assistant Cost Clerk/Assistant TIMS Specialist
Reports to:	Transportation Director
Terms of Employment:	12 months
Salary:	NC State Salary Schedule

**JOB TITLE: ASSISTANT COST CLERK
TRANSPORTATION DEPARTMENT**

SPECIFIC DUTIES AND RESPONSIBILITIES
ESSENTIAL JOB FUNCTIONS

- Verifies accuracy of all daily written charges
- Maintains daily summary of charges for individual vehicles serviced by the bus garage, whether state, county or individual school
- Totals all records each month for submission to the North Carolina Department of Public Instruction.
- Summarizes and balances labor and parts charges from Equipment and Repair Parts Order (TD-18) on a daily basis using computer.
- Enters data from fuel sheets, work orders, labor and parts into the State Vehicle Fleet Management System.
- Checks materials received against invoices to verify price and quantity accuracy.
- Enters materials received (parts/supplies) into SVFMS for use as inventory.
- Maintains log of materials received for the Annual Pupil Transportation Report (TD-1)
- Prepares parts and fuels inventory for the Annual Pupil Transportation Report (TD-1) as required by the North Carolina Department of Public Instruction.
- Reads meters from on-site fuel dispensing system to assess daily fuel consumption and maintains records of distribution in database.

ADDITIONAL JOB FUNCTIONS

- Files daily work.
- Assists in answering telephone system; provides information, records information and directs calls to appropriate person.
- Assists in coding Equipment and Repair Parts Order (TD-18)
- Performs other related work as required.

**JOB TITLE: ASSISTANT TIMS SPECIALIST
TRANSPORTATION DEPARTMENT**
SPECIFIC DUTIES AND RESPONSIBILITIES
ESSENTIAL JOB FUNCTIONS

- Obtain and load student data from NCWISE in order to carry out the functions of the TIMS computer routing system.
- Researches, corrects and re-inputs all rejected student information obtained from NCWISE.
- Verifies accuracy of student addresses and assigns transportation addresses.

- Quality controls the assignment of all transported students to bus stops to ensure students are authorized to ride buses, an essential action to ensure student coverage under North Carolina state tort liability, especially in the event of student injury in a school bus accident.
- Quality controls the bus runs prepared to ensure bus stops and bus runs are correctly established in accordance with North Carolina Administrative Code,
- Title 16, Public Education, Chapter 6. This in turn ensures correct reports are submitted to the state, which accurately reflect Transportation Department efficiency and ultimately, is a key factor in determining state funding allocations.
- Generates plotted maps and bus run directions for each bus run.
- Generates, through use of TIMS and alternate software (EXCEL for example) state reports
- Must obtain/maintain TIMS MARIS certification to make changes to the TIMS mapping system to ensure efficient bus runs/route scheduling
- Runs TIMS maintenance programs
- Must obtain/maintain Commercial Driver's License with school bus certification.
- Performs other duties as assigned.

