



Title:	Transportation Bookkeeper/Driver Supervisor
Reports to:	Transportation Director
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Graduation for high school, supplemented by college-level courses in business administration and/or computer applications, with an Associate’s degree preferred, and 3 to 5 years of experience in administrative work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Essential Job Functions:

- Responsible for maintaining accurate driver personnel files.
- Responsible for maintaining security on all driver records, including certification, DMV records, and drug testing information.
- Responsible for primary recruitment of new school bus drivers.
- Coordinate with Educational Specialist-DMV, all initial driver certification, and renewal issuance of local driver credentials.
- Interview and screen perspective drivers and transportation safety assistants.
- Responsible for screening and recommending placement of Transportation Safety Assistants for all EC buses.
- Responsible on a daily basis, for assigning substitute drivers for all fourteen county schools, based on driver availability and route requirements.
- Responsible for scheduling and organization of bus driver certification classes.
- Assist Transportation Director and TIMS Coordinator in driver placement based on school needs and driver qualifications.
- Responsible for all driver notifications and announcements as necessary.
- Coordinate with all fifteen county school principals concerning driver performance.
- Assist all fifteen county schools with field trip scheduling and procurement of qualified drivers as necessary.
- Maintain accurate daily records of all driver hour and funds expended for driver salaries.
- Submit monthly payrolls reflecting driver salary and substitute information as required for all county buses and all fourteen county schools, including traditional, year-round, federal programs, intercession, and summer school payrolls.
- Maintain all drive4r contracts and verify accuracy of times, mileage and salaries reported.
- Assist in the safe, efficient, economic daily operation of the Scotland County School Transportation Department.