

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Transportation Clerk		
Department	Transportation		
Reports To	Deputy Superintendent		
Pay Range	Classified Non-Exempt Range H		
Number of Days	230 Annualized Work Day		
Revised By	Director of Classified HR	Date(s) Revised	4/10/25
Approved By	Associate Superintendent of HR	Date(s) Approved	4/10/25

SUMMARY:

The Transportation Clerk provides administrative and operational support for coordinating transportation services for general education, homeless and special education students. This position supports the Transportation Coordinator and performs a variety of clerical, data management, and communication tasks to ensure the safe and efficient operation of student transportation. Must maintain complete confidentiality of materials and information for the department. Answer specific inquiries and inform the Transportation Coordinator of all pertinent information.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Assist in the preparation and transcription of correspondence, form letters, and reports, including those containing standardized data of a complex nature.
- Compose standardized letters based on general instructions.
- Coordinate with contract bus company and patrons to ensure that bus stop locations are safe and within the Board of Education's established distance guidelines.
- Assist in resolving complaints from patrons and/or problems with the contract transportation company.
- Assist in gathering information and keeping records for students at all district schools.
- Assist with performing 2.5 mileage checks for students.
- Assist in collecting appropriate information from District schools and departments for Superintendent's Organizational Report and student count.
- Assist in collecting appropriate information from cities, builders, and District schools for student projections.
- Assist in verifying all addresses as to district boundaries, whether the request be for school or school board member district.
- Assist in monitoring student safety, typing, reporting, and distributing information on incidents and emergencies to appropriate individuals.
- Work in transportation information systems Beacon Connect, Zonar, and Routefinder. Assist in checking, updating, and using data from the transportation routing system (Transfinder). Access to student transportation information from Skyward and DS Bus Lines routing software (Transfinder).
- Assist and oversee Special Education routes and trips and coordinate, process, and collect the data of special education transportation.
- Assist in processing and recordkeeping of monthly transportation fuel bill.
- Assist with newsletter communication, email communication, and busing communication with parents and schools.
- Assist the Federal Program department with setting up transportation services for homeless students, with schedule changes, and cancellations with van and bus companies for homeless students. Review and approve payments to our van contractor for shared homeless transportation costs.
- Originate invoices for other school districts for shared homeless transportation costs.
- Enter blanket purchase orders for all transportation operations.
- Substitute for the Transportation Coordinator when absent.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to establish and maintain effective working relationships with District personnel at all levels.
- Ability to communicate effectively both orally and in writing with district employees at all levels, and district patrons.
- Ability to exercise good, sound judgment in making decisions with only general administrative instructions.
- Ability to multitask.
- Knowledge of the geographical layout of the district is preferable and have the ability to comprehensively read maps.
- Must possess a valid motor vehicle operator's license and meet district driving standards annually, per Board Policy EDAB.
- Knowledge and ability to utilize appropriate technology including department systems and software to communicate and present information. Knowledge of Microsoft products (Word, Excel, PowerPoint), Google products (document, sheets, slides) and Outlook is beneficial.
- Demonstrates the ability to implement best practice and the motivation to set and achieve high performance levels.
- Desire to continue career improvement by enhancing skills and job performance.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Strong conflict resolution skills and the ability to remain calm and professional when addressing concerns or complaints.

EDUCATION AND/OR EXPERIENCE:

High school diploma is required; candidate with college hours is preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents including the analysis of district data. Ability to effectively write detailed reports and correspondence. Ability to communicate well, verbally and in writing, with parents, patrons, staff and students. Ability to speak in front of large and/or small groups. In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.