

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

TRANSPORTATION FIELD TRIP SECRETARY
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of general office equipment: fax machine, copy machine, phone, etc.
- Ability to perform basic computer functions

Desired Qualifications:

- Minimum of one (1) year of prior office experience in a school district Transportation Department
- Ability to pass typing test of 50 words per minute

Performance Responsibilities:

- Receive and process all requisitions for field trip transportation; review requisition for proper authorization, date stamp, log and distribute notification of confirmation/denial to the user, Accounting Department and appropriate Transportation Department offices
- Assist schools in the scheduling of field trips as needed
- Determine appropriate bus driver to assign field trip; prepare trip information documents and forward to assigned Bus Operator; confirm driver's availability and arrange for a replacement if necessary
- Confirm users cancellations and inform transportation operations and driver personnel of cancellation or reassignment
- Review operations documents maintained by drivers and record total trip mileage and trip time information
- Prepare invoices from operations documents, submit same to the Accounting Department and user and provide departmental payroll clerks with driver trip time information
- Maintain information regarding field trips, trip requisitions, and invoices; prepare monthly and annual reports as required
- Perform other duties as assigned by the Assistant Director of Transportation and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Assistant Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Assistant Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Noninstructional Level E

Job Code:

78093

Board Approved: 06/10/14

Revised: 7/6/2015