



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
JUNIOR TRIP ADVISOR

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Junior Trip Advisor

DEPARTMENT: Transportation

REPORTS TO: AM and PM Office Managers

SUPERVISES: None

POSITION GOAL:

The junior trip advisor will assist and support the trip advisor in every aspect of the trip process. The junior trip advisor will not hold a regular a.m. and p.m. bus route but will be assigned "last-out" stand-by status and will work an alternating Saturday schedule.

ESSENTIAL FUNCTIONS:

1. Assist in the scheduling and maintenance of all trips and trip assignments.
2. Prepare, maintain and archive accurate trip data.
3. Respond to all two-way radio and telephone inquiries in a timely, pleasant and professional manner.
4. Prepare and process accurate data, records and reports as needed by department and/or administrative staff.
5. Trouble shoot and problem solve issues related to trips.
6. Must be willing and able to work a flexible schedule, including weekends, additional and various hours as needed or assigned.
7. Must maintain confidentiality.
8. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure.
2. Must have the ability to remain professional and responsible at all times.
3. Must have the knowledge of the entire trip process and a feel for the "big picture."
4. Must have a pleasant phone/radio voice and the ability to communicate effectively and professionally at all times.
5. Computer skills a must. Must be proficient in Microsoft Word and Excel.
6. Must display excellent people skills and contribute to a positive work environment.
7. Must display a creative and commonsense approach to problem solving.
8. Must be highly organized and detail oriented.
9. Must be a team player with an excellent work ethic and the attitude and flexibility to do what it takes to get the job done.
10. Must hold and maintain a valid CDL and proper endorsements as required by all U46 professional school bus drivers.

EXPERIENCE:

1. Must have a minimum of one year experience in the field of transportation.



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- 2. Experience in a fast-paced environment that requires multi-tasking.
- 3. Experience in electronic record keeping, data entry, and retrieval.
- 4. Must have knowledge and experience problem solving and researching options.
- 5. Customer service experience preferred.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training and/or experience may be acceptable.

ENVIRONMENTAL CONDITIONS:

- 1. Indoors in a busy dispatch environment with exposure to constant noise and communication.
- 2. Frequently work at a fast pace with unscheduled interruptions.
- 3. May be required to leave main work site to attend meetings.
- 4. Potential exposure to exhaust fumes from diesel fuel and/or gasoline.

PHYSICAL DEMANDS:

- 1. Ability to work on a computer approximately 80% of the work day.
- 2. Ability to work in a very fast paced and stressful environment 100% of the work day.
- 3. Ability to effectively solve problems by working with district and department staff in a pleasant and constructive manner.
- 4. Ability to work effectively within an often overcrowded, noisy and distracting environment.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is an 11-month position. Salary and benefits as established by the Board of Education.

EVALUATION:

If this position is filled from within the transportation department, during the first 90 day “new position” probation period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four week notice of intent must be provided to the Director of Transportation. Performance of this position will be evaluated in accordance with the provisions of the Board’s policy on evaluation of support service and the DUTU contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____