



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

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Responsible for maintaining accurate driver personnel files
- Responsible for maintaining driver records, including certification, DMV records and drug testing information
- Responsible for recruitment of new school bus drivers
- Interview and screen prospective drivers and safety assistants
- Responsible on a daily basis for assigning substitute bus drivers based on driver availability and route requirements.
- Responsible for all driver notifications and announcements as necessary
- Assist all schools with field trip scheduling and procurement of qualified bus drivers
- Submit monthly payrolls reflecting driver salary and substitute information as required for all county buses including traditional, year-round, federal programs, and summer school payrolls
- Maintain all driver contracts and verify accuracy of times, mileage, and salaries reported.
- Assist in the safe, efficient, and economical operation of the Scotland County Schools Transportation Department

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 alternative 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.