



<b>Title:</b>	TIMS Data Manager/Transportation
<b>Reports to:</b>	TIMS Supervisor
<b>Terms of employment:</b>	12 Months
<b>Salary:</b>	State Salary
<b>FLSA Exempt/Non-Exempt:</b>	Non-Exempt

**Nature of Work**

To support the goals and high standards of Transportation Services by providing the safest and most efficient school bus routes possible.

**Qualifications and Licensure**

- High school diploma or equivalent
- Computer experience in Micro Office and Windows
- Good public relation skills
- Ability to problem solve in high demand situations

**Duties and Responsibilities**

- Enters TIMS update forms daily.
- Draws in new subdivisions and roads on the TIMS system, using GIS and 911 mapping.
- Processes DEC-18 forms daily and follow through with special equipment needs.
- Creates all bus stops, runs, and routes using student data from the student information system.
- Assists schools in preparing for kindergarten registration by providing boundary street listings and transportation forms.
- Completes required training for TIMS.
- Prepares TIMS data reports for TIMS Supervisor and Executive Director as needed.
- Assists Central Services with school boundary issues by providing maps and student listings.
- Compiles TIMS bus route information and sends to coordinator and schools.
- Completes student location and promotion reports for schools and Central Services.
- Provides Central Services with an out of district student report.
- Assists schools and parents with student assignment information.
- Assists the public with identifying student assignments, school locations, and bus route information.
- Assists bus drivers with problems on routes as they call in for assistance.
- Monitors telephones and two way bus radios.
- Performs other duties as assigned by the TIMS Supervisor and Executive Director.

**Physical Requirements (if applicable)**

- Must be able to physically perform the basic life operational functions needed to fulfill required job duties.
- Must be able to communicate orally and in writing with co-workers, bus drivers and customers.

**Special Requirements (if applicable)**

- Required to work a staggered work schedule as needed.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.