



## **Now hiring! Immediate Opening! Transportation Assistant**

**Hours:** Monday - Friday 8 a.m. - 3:30 p.m. Year-Round Employment

**Location:** District Office - Virginia, MN

**Pay:** \$21.50/hour

### **Details:**

Our school district is located across beautiful northeastern Minnesota where we proudly operate five school locations! We cover over 4,200 square miles of service area and are currently seeking applications for an Assistant in our Transportation Department! This position is expanding, with opportunity for professional growth and development. Our Assistant will work closely with the Transportation Director to ensure department compliance with all State and Federal motor vehicle regulations as it relates to public school transportation! This position will also assist in implementing department goals, and ensuring efficiency measures are in place for all bus and van routes. The essential functions include, but are not limited to:

- Assists with the coordination of annual inspections on all district buses and Type III vehicles as required by the State Patrol and MNDOT.
- Coordinate and monitor the district's electronic routing system under the guidance of the Transportation Director.
- Assist the Transportation Director in the coordination of all district bus and van driver routes and assist with routing efficiency.
- Maintain the records of MNDOT drug testing, and licensing requirements for all drivers, as directed, and maintain confidentiality of driver information.
- Organize and maintain vehicle monthly mileage logs for each vehicle.
- Enter appropriate budgeting codes for all bus and van driver payroll vouchers.
- Organize department mail and bills for review by the Transportation Director.
- Perform other duties as assigned.

### **Pre-Employment Requirements**

- Must be authorized to work in the United States.
- Pre-employment background.
- Pre-employment MNDOT physical.
- Pre-employment drug and alcohol testing.

### **Required Minimum Education and Experience**

- High School Diploma or GED.
- Minimum 2 years of experience in logistics, scheduling or customer service.
- Previous experience utilizing Microsoft Office applications such as Word, Excel, Publisher, and PowerPoint.

### **Benefits!**

- Personal time, Vacation time, & Paid Holidays
- Sick Leave
- Health Insurance/VEBA Contributions
- Life Insurance
- Dental Insurance
- Flex Spending
- PERA Retirement
- Voluntary 403(b) options with Employer Match

*St. Louis County Schools, ISD 2142 is an Equal Opportunity Employer!*