



A-C Central Community Unit School District No.262

501 W. Buchanan St. / P.O. Box 260, Ashland, IL 62612

Mr. Timothy M. Page, Superintendent

(217) 476-8112 Fax (217) 476-8100

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A-C Central CUSD #262 is currently looking to fill the following position:

Transportation Secretary

A-C Central District #262 is interviewing for the position of Transportation Secretary. This position may be combined with other job descriptions according to the qualifications and interest of the chosen candidate.

Qualifications: Current Bus Driver's license or willingness to obtain is highly preferred. Candidate must be proficient in the use of computers for various offices. Employee should also be able to use the machines, tools, equipment and work aids which may be representative, but not all inclusive, or those commonly associated with this type of work, i.e., copier, calculator, postage meter, and other equipment as made available by the school district.

Major Responsibilities & Duties: The Transportation Secretary includes the following responsibilities:

- Makes arrangements for all regular bus routes and extra-curricular trips, including field trips.
- Make adjustments to transportation arrangements due to weather and other extenuating circumstances.
- Maintain a record of bus fleet.
- Arrange for Substitute Drivers.
- Collect, review and turn in all transportation time sheets, monthly mileage logs, and other documentation that must be maintained for payroll and the end of the year report.
- Assist with filing the end of year transportation report
- Hours worked will range from 30 – 40 hrs. per week.
- 11 month position

This position requires knowledge of basic Excel and Word. The Transportation Secretary may also assist with general office activity in a busy school office.

Salary: \$13/hr.

How to apply

Please send a cover letter, resume, and three letters of references to: Mr. Tim Page, Superintendent, A-C Central District Office, PO Box 260, 501 W. Buchanan St., Ashland, IL 62612

