

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Field Trip Clerk

JOB CODE: 4438

DEPARTMENT: Transportation

PAY GRADE: 18 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is clerical work scheduling the use of school buses for the transport of students to and from field trip destinations. The work is of a coordinative nature and requires the scheduling of buses so as to insure their availability as requested.

JOB TASKS/RESPONSIBILITIES

1. Receives and processes all requisitions for field trip transportation; reviews requisition for proper authorization, date stamps, logs and distributes notification of confirmation/denial to the user, Accounting Department and appropriate Transportation Department offices.
2. Assists schools in the scheduling of field trips as needed.
3. Determines appropriate bus driver to assign field trip; prepares trip information documents and forwards to assigned School Bus Driver; confirms driver's availability and arranges for a replacement if necessary.
4. Confirms users cancellations and informs transportation operations and driver personnel of cancellation or reassignment.
5. Reviews operations documents maintained by drivers and records total trip mileage and trip time information.
6. Prepares invoices from operations documents and submits same to the Accounting Department and user and provides departmental payroll clerks with driver trip time information.
7. Maintains information regarding field trips, trip requisitions, and invoices; prepares monthly and annual reports as required.
8. Reviews accident, incident and vandalism reports to ensure they are completed properly; assists employees in the completion of injury forms and insurance applications.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: twisting, sitting, walking, finger dexterity, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. General secretarial or clerical experience.
3. A working knowledge of the operation of the Transportation Department.

OR

4. Any equivalent combination of acceptable training and experience.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date (s): 07/01/88, 02/23/93, 12/04/95, 01/23/96