



Huron School District

Position: Transportation Secretary
Schedule: 2025-2026 School Year
Posting Date: February 26, 2026

Location: Transportation Department
Supervisor: Transportation Director
Deadline: March 13, 2026

Qualifications

- High school diploma or General Education Degree (GED) required.
- Experience in the school bus industry is preferred.
- Experience with computers and computer programs.
- Excellent verbal and communication skills preferred.
- Must be self-motivated and able to function under pressure in a calm positive manner.
- Ability to handle telephone calls from parents regarding transportation matters sensitively, cooperatively and pleasantly.
- Attend training as required by the Transportation Director
- Must be able to clear the pre-employment physical and criminal history background check.
- Applicants will be tested for typing, Excel, math, grammar and spelling skills.
- Commercial Driver's License preferred, or willing to obtain.
- Such additional qualifications as the Board may find appropriate and acceptable.

Responsibilities & Duties

- Facilitate the training for new employees.
- Facilitate Safety Training program for staff and students
- Maintain efficient transportation operations in coordination with the Director of Transportation.
- Assist with substitute coverage for all positions and keeping accurate Red Rover attendance and time entry for approval
- Under the guidance of the Transportation Director, complete all transportation data reports required for Local, State and Federal agencies.
- Collect and prepare data for computerized routing and fleet managing programs and attend required training as requested
- Assist with student discipline problems and notify the appropriate building principal or supervisor.
- Communicate with parents, staff and school personnel regarding questions, complaints scheduling and routing questions.
- Monitor and respond to radio calls and expedite accurate, appropriate information to drivers.
- Keep staff informed on route updates and deviations in regular schedules
- Prepare requisitions and purchase orders for supplies and equipment as approved in the budget.
- Must be able to have a flexible schedule.

- Must have regular, reliable, and punctual attendance and transportation.
- Additional duties as assigned by Transportation Director

Terms of Employment

8 hours per week; as scheduled by the Transportation Director

205 work days per fiscal year

Starting Wage: \$19.95 per hour

Including benefits, such as medical, dental, PTO, and holidays

Application:

For full consideration, please complete the online application at the following web address:

www.huronschools.org (Applitrack platform) by the deadline listed.

Internal Candidates: Submit a letter of interest and current resume in a pdf format to: Laura DiMambro, Executive Administrative Assistant, via email (dimambrol@huronschools.org).

It is the policy of HURON SCHOOL DISTRICT not to discriminate On the basis of race, color, religion, national origin, age, sex or handicap.