SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: TRANSPORTATION ASSISTANT
SCALE: PRC Support Staff Salary Scale
CONTRACT DAYS: FULL YEAR CONTRACT

POSITION SUMMARY:
The Transportation Assistant supports the transportation office in all aspects of administration with a primary focus on organizing ad-hoc buses and maintaining and consolidating data to ensure the smooth operation of the school’s faculty and student transportation needs.

SUPERVISED, EVALUATED BY & REPORTS TO:
Transportation Supervisor and Support Services Manager

QUALIFICATIONS:
- Bachelor degree in Business Administration, Academics, or related field
- Min. 3 to 5 years work experience in a customer facing role
- Excellent communication skills, ability to work cooperatively with bus company, colleagues, parents and students
- Ability to effectively communicate in English and Mandarin
- Familiarity with road and traffic related information of Shanghai preferred
- Ability to organize and prioritize tasks, and work effectively in a team setting to solve problems
- Professional demeanor and presentation
- Knowledge and use of Word, Excel and databases
- Ability to organize and prioritize work independently

PERFORMANCE RESPONSIBILITIES:
- Work closely with Activities Office and Transportation team colleagues to allocate and arrange ad-hoc buses based on daily requirements and special events like APAC tournaments, China Cup, CISSA games, in-city games, and field trips.
- Coordinate the design of bus routes and schedules with bus company.
- Maintain accurate records of monthly bus usage and consolidate records for monthly billing.
- Maintain Transportation Management System (TMS) devices.
- Maintain accurate TMS students’ data to support daily school operation.
- Maintain record of faculty bus/staff bus/ASA bus passenger’s general ridership.
- Manage all lost and found from school buses and work closely with divisional sectaries to return items to students.
- Monitor the GPS and other systems and video records to ensure driving/speed guidelines are adhered to and follow up with bus company on any and all irregular findings.
- Work closely with the team to ensure bus safety and condition through daily spot inspections (fire extinguisher, safety hammer, emergency exit, safety belt, cleanliness, A/C heater etc.)
- Record weekly transportation team and monthly bus company meeting minutes.
- Work closely with the team to design, organize and deliver bus monitor and/or driver training.
- Other duties as assigned by direct supervisor.

Revised Jan. 2020
SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.