

**CLINTON TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** Transportation Liaison (Part-Time – 8 Hours Weekly)

**Reports To:** School Business Administrator

**Job Goal:** To oversee the daily operation of school transportation services.

**Qualifications:**

- High School Diploma
- Ability to effectively use communication systems – email, telephone, texting
- Knowledge and ability to use Microsoft Word and Excel

**Essential Duties:**

1. Serves as district liaison to the bus companies to coordinate transportation schedules.
2. Responds and communicates in a timely manner with parents about transportation issues.
3. Investigates complaints regarding transportation and keeps a detailed log of incidents, problem situations, and resolutions.
4. Communicates with law enforcement officials, when necessary, regarding transportation matters.

**Adopted:**