

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 30, 2017

SCHOOL TRANSPORTATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative support position that assists to ensure the safe and efficient operation of the transportation program in a school district. The work involves independently performing complex and confidential clerical operations in relation to maintaining department and personnel records and preparing correspondence. The work also involves determining routes and locations of bus stops, assistance with dispatching drivers, corresponding with drivers using two-way radio equipment, and helping to ensure that all school district buses/vehicles are staffed with appropriately qualified drivers following established routes and prepared time schedules. Depending on the school district in which employed, the incumbent may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route. The position does not involve evaluation of staff or direction of the repair and maintenance of school buses. The work is performed under the general supervision of a higher-level school administrator with leeway for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Determines routes to be followed by all drivers in a manner that maximizes safety and the efficiency of operations;
2. Determines the location of bus stops in accordance with board policy regarding distance intervals between stops;
3. Dispatches via two-way radio regarding absent students, road closures, changes in route, and other instructions to drivers;
4. Updates route and student changes;
5. Collaborates with the Head Bus Driver to develop a schedule that provides for the assignment of buses and drivers to special trips during the school year.
6. Assists in scheduling bus drivers and bus attendants, including substitutes, on a daily basis and handling of leave time requests, extra-work and trip wheels and field trip assignments;
7. Performs a variety of clerical duties such as reporting and calculating payroll, preparing accident reports, handling incoming and outgoing mail, processing department requisitions and purchase orders;
8. Maintains account and time keeping records along with inventory control;
9. Answers telephone calls and gives out routine information to parents and assists in the handling of complaints from parents, staff, students, or the general public;
10. Collaborates with Auto Mechanics to schedule vehicle inspections, maintain inspection related paperwork, and correct deficiencies to ensure proper safety compliance, operational efficiency, and cleanliness of the work area in accordance with established regulations;
11. Assists as needed with bus conduct reports, disciplinary actions, and enforcement of District rules of conduct for students on buses;
12. Coordinates with contractors to ensure proper routing and student changes as needed;
13. Assists with maintaining testing and certification records, preparing reports and documentation in such a manner as required by all regulatory agencies;
14. Assists in the testing of bus drivers and bus attendants as required by regulatory agencies;
15. Utilizes a personal computer, modern office software applications, and related peripherals;
16. Drives school bus as needed;
17. When assigned, supervises and executes transportation routes; monitors and authorizes payroll time sheets; and implements contractual requirements;
18. Acts in the place of the Head Bus Driver during periods of absence and as needed.

SCHOOL TRANSPORTATION ASSISTANT CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods in the operation of a bus fleet; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of automotive equipment; good knowledge of the New York State Motor Vehicle Law; working knowledge of the methods used in keeping and checking financial accounts and records; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; ability to operate a computer, use modern software applications, and related peripheral equipment at an acceptable rate of speed and accuracy; ability to develop school bus routes; ability to plan and schedule the work of others; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to write legibly; ability to organize and maintain accurate records and files and prepare reports; ability to understand and interpret oral and written directions; ability to perform close, detail work involving considerable visual effort and strain; ability to develop effective working relationships and deal diplomatically with the public; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, business administration or related field; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** two (2) years of full-time paid clerical experience in compiling and maintaining financial accounts and records.

SPECIAL REQUIREMENTS WITHIN ONE (1) YEAR OF APPOINTMENT: Possession of a Commercial Driver's License (CDL), Class B with a PS Endorsement issued by the New York State Department of Motor Vehicles. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws.