TRANSPORTATION ASSISTANT I

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Coordinate coverage of school bus routes, to include arranging route coverage by regular/substitute bus drivers, ensuring availability of buses at designated locations as schedule, and discussing bus and transportation issues with parents.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates staffing for bus transportation of students to/from schools, established bus stops, special events, field trips or other locations, coordinates route coverage by substitutes in the absence of a regular driver; provides directions and route instructions to regular and substitute drivers; informs regular/substitute drivers of changes in school start/dismissal times.
- Discusses problems with drivers as needed.
- Performs customer service functions associate with transportation services; discusses various bus/transportation issues with parents including schedules, student behavior, lost items, lost children, or other issues; discusses bus routes, schedules, and related information with parents of new students;
- Informs schools of changes in bus numbers, schedules, or other issues; notifies media of school closures due to inclement weather or other situations;
- Reports any incidents, accidents, problems, or unusual situations to appropriate personnel; completes required reports/documentation;
- Processes payroll documentation for payment of regular/substitute drivers; completes processes for TMS entry and maintenance; reviews employee entry for accuracy and completeness, researches discrepancies and makes adjustments per policies; prepares payroll records;
- Coordinates bus maintenance schedules/activities with county mechanics or appropriate maintenance personnel;
- Prepares/maintains files/records of department/work activities; prepares departmental files/records; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files;
- Prepares various forms, reports, correspondence, and documentation;
- Receives and reviews various forms, reports, correspondence, and documentation. Processes, forwards, or retains as appropriate.
- Maintains student privacy;
- Maintains and upholds School policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with Microsoft Office suite; knowledge of standard office practices and procedures, including basic bookkeeping. Superior customer services and written and oral communication skills. Ability to prioritize multiple tasks and be flexible to supervisors' needs. Ability to work independently and with minimal supervision.

EDUCATION AND EXPERIENCE:

High school diploma or GED required; computer training and some office experience or some college course work preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.