

SCHOOL TRANSPORTATION OPERATIONS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for implementation of policies, plans and procedures of the student transportation system in a school district, in order to ensure safe, efficient and economical operations. Duties include route planning, dispatching and ongoing communications with school bus drivers on the road, and assisting with emergency response and road service as needed. Extensive interaction with parents, staff, school administrators and municipal/state personnel is necessary. Responsibilities also include assisting with ensuring department compliance with applicable laws, rules, regulations and policies. Work is performed under general supervision of the Transportation Supervisor with leeway for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over school bus drivers and school bus aides. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans bus routes, bus stops and bus assignments in accordance with established procedures and district needs;
Assigns school bus drivers and vehicles to routes, and arranges for substitutes and temporary changes to cover bus runs, as needed;
Receives and responds to reservations and requests for transportation services for charter, field and athletic trips;
Schedules and assigns school bus drivers and school bus aides for special transportation requests and trips;
Prepares daily dispatch plans, dispatches, and maintains records of daily transportation services;
Oversees, observes and evaluates the work of school bus drivers and school bus aides;
Maintains ongoing communications with school bus drivers via two-way radio system and cellular telephone;
Transmits orders and communications of superiors to school bus drivers on the road, as needed;
Coordinates emergency road service with school garage staff, including dispatching spare buses and school bus drivers;
Maintains detailed records pertaining to transportation operations, including trip records, transportation reports, accident reports, etc.;
Maintains personnel records including staff attendance, report times, etc., as required;
Monitors and maintains accurate records of daily fuel usage, mileage and related data;
Receives and responds to communications from parents of school students regarding transportation routes and schedules;
Operates computers and uses school information systems software to maintain student information, including data entry, report functions, interfacing between software and database systems;

SCHOOL TRANSPORTATION OPERATIONS ASSISTANT (cont'd)

Acts as liaison between school bus drivers, school bus aides and supervisory personnel;
Assists in preparing transportation budget estimates and recommendations;
Assists with semi-annual New York State Department of Transportation inspections, including preparation of supporting documents;
Prepares requisitions, purchase orders, inventory controls, payroll, trip sheets, and performs related clerical duties;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices, traffic laws and regulations; good knowledge of the operation of computer, radio and telephone equipment; working knowledge of laws and regulations concerning the operation of a school district transportation system; working knowledge of local geography, roads, neighborhoods, etc.; some knowledge of the operation of buses; familiarity with New York State Department of Transportation standards of compliance for school district transportation systems; ability to plan, organize and oversee the work of others; ability to transmit clear verbal and written instructions; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships; dependability; good judgment; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and one (1) year of dispatching experience in transportation services, school, emergency services, police or related dispatching work; or
- b) Graduation from high school or possession of a comparable diploma and one (1) year of experience as a school bus driver; or
- c) An equivalent combination of training and experience as described in a) and b) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.