



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>TRANSPORTATION OPERATIONS ASSISTANT</u>			
DEPARTMENT/SITE:	Transportation	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	26 per 2020/2021 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Transportation Operations Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Transportation Operations Supervisor, perform complex and specialized clerical duties related to the District’s transportation operations; assist in planning and scheduling student transportation routes; operate a school bus on a regularly scheduled route as assigned. The incumbents in this classification assist in providing students with transportation services which directly support student learning.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Assist in planning and scheduling student transportation routes; assist in the design of bus routes and stops from raw data bases and construct bus schedules from complex time and policy parameters; assigning and reassigning of drivers and equipment.

Assist with dispatching bus drivers, bus attendants, and buses on routes and field trips; operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers, supervisors, authorities, parents, and school staff as appropriate; review routes for drivers as needed.

Answer telephones; direct inquiries to the appropriate department or person as needed; place telephone calls to request, provide or verify information; resolve pupil transportation issues and concerns; inform school sites of transportation schedule changes.

Act as information source to public, school personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other activities; communicate with drivers, teachers, parents, and principals to discuss issues and discipline problems, exchange information, prepare schedules, and resolve questions or concerns.

Assists with arranging coverage for substitute bus drivers, van drivers, and bus attendants as needed.

Perform clerical duties related to assigned work such as typing, duplicating, filing and answering phones; answer routine questions; operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software; utilize two-way radios for bus to bus and bus to base communications.

Provide backup to the Transportation Operations in the preparation and maintenance of a variety of data, records and reports related to office programs, financial activity, student information, and other assigned duties.

Drive a school bus along a designated route; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting and financial record keeping.
- Modern office methods and equipment, including data processing and microcomputer software applications.
- Topography, addressing design, street, and freeway layout of the city.
- Safe and defensive driving practices.
- Proper operations of school buses.
- Methods, procedures, and terminology used in clerical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation, review, and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Applicable traffic and student transportation laws, codes, and regulations.
- Basic first aid procedures.
- Basic math.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette.
- Operation of business machines including a two-way radio.
- Laws, regulations, policies, and procedures governing pupil transportation.

ABILITY TO:

- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Verify, balance, and adjust assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate a variety of office equipment, including a computer and applicable software.
- Assemble, organize, and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Maintain a safe discipline level among passengers.

Observe legal and defensive driving practices.
Learn and follow designated routes.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and a minimum of three years of school bus driving or student transportation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with appropriate passenger endorsements and air brake endorsements and meet District's standards of insurance. Current DMV driving record.
Valid California Special Driver's Certificate for School Bus (DMV DL-45)
Valid Medical Examiner's Certificate (MEC).
Valid certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.
Must pass a California Highway Patrol First Aid Test or an Emergency Medical Services Authority (EMSA) approved First Aid course.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school bus environment.
Evening or variable hours.
Exposure to fumes, dust, odors, oil/grease, and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Reaching, pulling, and pushing to open bus doors.
Bending at the waist, kneeling, or crouching to inspect and wash buses.
Regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100.

NOTE:

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: GB: 01/31/06; PC: 01/26/06 (New Class); 6/15 Retitled
(Transportation Clerk) & Reallocated from R23 (Ewing)
07/23 Revised (EH&A / MGT Consulting) PC: 06/23 GB:06/23