

TRANSPORTATION ASSISTANT

Code No. 4-19-026

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing staff support duties for a school district transportation department. Work involves liaison with schools, parents, bus drivers and administration to facilitate proper operation of the district's transportation program. Work further involves maintaining a database and related clerical functions. The employee reports directly to and works under the general supervision of the Transportation Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists parents and students with transportation-related problems such as walk/ride, bus pick up time, explaining denials of special requests, processing bus stop changes, etc.;

Assists bus drivers with day-to-day activities such as notifying of additional stops, re-routing information and locating students;

Works with individual schools in the district to provide information relative to school bus activities such as notification of new students, kindergarten half-day sessions, walk/ride problems, and special situations;

Maintains and updates transportation data base including data base manipulation;

Prepares computerized payroll;

Maintains related files, prepares and disseminates reports, correspondence, bus passes, etc.;

Instructs other staff on proper use and retrieval of payroll and transportation computerized data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of data base maintenance including data retrieval and entry; good knowledge of district practices and policies regarding bus routing, pick-up, drop-off, attendance areas, etc.; working knowledge of the geographic area of the school district as related to transportation concerns; mathematical skill; organizational skill; ability to maintain computerized records and reports; ability to communicate effectively with parents, bus drivers, and school district personnel; ability to work independently; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent clerical experience that must have involved data entry AND retrieval, AND public contact work;* OR,
- (B) Three (3) years paid full-time or its part-time equivalent auto or bus mechanic experience using computerized testing or diagnostic equipment, AND public contact work;* OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of experience as defined in (A) or (B) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

*public contact work is defined as substantial face-to-face (or over the phone) communication with adults (12+) involving persuasion, teaching, negotiating, explaining, counseling, and similar activities.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you may be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 6, 1994

REVISED: February 5, 2004