

ASSISTANT TO THE COORDINATOR OF SCHOOL TRANSPORTATION II

DISTINGUISHING FEATURES OF THE CLASS: This is work of a responsible nature in support of a school transportation coordinator which involves sharing scheduling and bus routing duties with the coordinator, answering and following up on complaints concerning the transportation service as well as clerical support as needed. The incumbent acts for the coordinator in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inputs data from census department forms and other information sources in order to generate a bus transportation schedule;
Makes adjustments to routing schedule as needed;
Replies to complaints from the general public, school district personnel, parents of school children, etc.;
Reviews contracts and reports for accuracy;
Types form letters;
Arranges for buses for field trips;
Determines student eligibility for transportation service and issues bus passes;
Acts for transportation coordinator in his/her absence;
Operates a variety of office machines such as photocopy, calculator, fax machine, data entry, word processing, micro computer, etc.;
May take part in driver training program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of school bus routing and scheduling; working knowledge of supervision and training of bus driving personnel; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, two (2) years of which must have involved supervisory and/or non-routine duties in a transportation setting; or
2. An Associate's degree or higher and two (2) years of office clerical or business experience, one (1) year of which must have involved supervisory and/or non-routine duties in a transportation setting.

SPECIAL REQUIREMENT: A valid driver's license appropriate for the size and kind of vehicle to be operated.