

**RIVER DELTA UNIFIED SCHOOL DISTRICT
TRANSPORTATION ASSISTANT**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist the director of Transportation in, assign and participate in the work of school bus drivers, assist in planning and prepare bus routes and daily schedule of employees; to transport pupils as needed; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Transportation Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist the Director in planning, assigning, and review the work of school bus drivers; recommend policies and procedures related to safety.
2. Recommends and assists in the implementation of goals and objectives; implement approved policies and procedures.
3. Assist with schedules and methods for providing transportation services; identify staffing needs; review staffing needs with appropriate management staff; allocate staff resources accordingly.
4. As recommended by the director, help determine appropriate drivers for each route; provide information over a two-way radio as necessary.
5. Recommend safe and efficient routes.
6. As directed by the director coordinate transportation for school field trips; collaborate with staff at school sites; plan and prepare field trip schedule; assign bus drivers.
7. Coordinate and conduct bus training sessions with drivers; teach behind the wheel training to new and experienced drivers; review driving tactics and techniques, and safety precautions. This will include classroom, original and renewal. Collaborate with the director on appropriate bus routes.
8. Develop training material; interpret and explain laws and regulations related to drive school buses.
9. Document training hours and curriculum; ensure compliance with state laws and district policy.
10. Receive calls for substitute drivers; call and assign substitute drivers.
11. Identify safety hazards; recommend corrective actions.
12. Prepare a variety of reports on activities and operations, related to training and driver safety.
13. Drive school bus to transport special needs students as needed; operate wheel-chair lifts and restraints; determine health related concerns; follow up as necessary. Ability to drive (learn) all district routes and vehicles.
14. Supervise the conduct of students while on the school bus; review bus rules and appropriate student behavior; issue citations as necessary.
15. Maintain trip records; count the students; document any unusual occurrences.

Marginal Functions:

1. Perform a variety of record keeping functions.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of school buses.
Principles of supervision, training, and performance evaluation.
Modern office methods and equipment, including computers.
Mathematical principles.
First aid method and techniques.
Bus training method and techniques.
Pertinent Federal, State and local laws, codes and regulations.
Safe driving practices.

Ability to:

Select, train and evaluate staff.
Teach bus operations techniques.
Interpret and explain laws and regulations related to bus operation.
Read maps.
Operate a school bus.
Perform preventive maintenance checks on school buses. Daily Bus "Check out" for each bus driver.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for successful job performance.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience operating a school bus, including some clerical or office experience, computer experience needed.

Training:

Equivalent to completion of the twelfth grade. Bilingual, oral and written (Spanish) preferred, not required.

License or Certificate:

Possession of a California School Bus Driver Certificate and Class B-P Driver License.
Possession of, or ability to obtain, a California School Bus Driver Instructor Certificate, issued by the California Department of Education.

WORKING CONDITIONS:

Environmental Conditions:

Field environment; driving school buses/vehicles, exposure to petroleum chemicals and fumes, some office environment (work on a computer).

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for performing maintenance checks on school vehicles; for sustained posture in a seated, a bent and in a standing position; light to moderate lifting; operating motorized vehicles.