

Transportation Assistant Tompkins County

Classification: Competitive

Revised: 6/09, 8/10, 7/11, 8/11

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

1. Completion of a one-year certificate program in Secretarial Science or a closely related field **AND** one-year full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting; **OR**
3. Six years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE #1: Depending on the school district, an incumbent in this position may be required to serve as a substitute school bus driver and/or attendant on occasion or drive a regular school bus route. If this is a requirement of the school district, an appointee will be required to obtain all mandatory requirements that include a New York State Commercial Drivers License Class B with both P and S endorsement and a New York State Education Department school bus driver and/or attendant Certification prior to the end of the probationary period.

NOTE #2: An incumbent in this position may be required to serve as a trainer/examiner. If this is a requirement of the school district, an appointee will be required to obtain all mandatory requirements that include New York State Department of Motor Vehicle and Traffic Law Certification under Article 19–A, prior to the end of the probationary period.

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DISTINGUISHING FEATURES OF THE CLASS:

This position assists the transportation supervisor in the safe and efficient operation of the transportation program in the district. The work involves independently performing complex and confidential clerical operations in relation to maintaining department and personnel records and preparing correspondence. The work also involves assistance with dispatching drivers, corresponding with drivers using two-way radio equipment, and helping to ensure that all school district buses/vehicles are staffed with appropriately qualified drivers following established routes and prepared time schedules. The position does not involve supervision of staff or direction of the repair and maintenance of school buses. The work is performed under the direct supervision of the Transportation supervisor with leeway for the use of independent judgment. Depending on the school district in which employed, the incumbent may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: {Illustrative only}

Assists the transportation supervisor, and other pertinent assigned staff, in the development of bus routes and trip vacancy posting notices;

Assists with dispatching drivers to assigned vehicles, bus routes, and extra trip routes;

Assists the transportation supervisor in assigning substitute school bus drivers and attendants as required;

Processes correspondence regarding bus routing and scheduling, designation of bus stops, transportation personnel, student bus discipline, and other items as needed;

Assists in the preparation of the annual transportation budget;

Operates two-way radio equipment to inform bus drivers of emergency conditions, route variations, and to assist bus drivers with issues/needs that may occur during their routes;

Assists the Transportation supervisor in overseeing compliance with policies of the school district and department;

Uses a personal computer word processing and data base system to assist the Transportation supervisor in preparing various reports, maintain routing data, payroll, confidential staff employment and training records, and other computer and clerical office functions as required;

Answer the telephones taking and forwarding messages and responding in an appropriate manner;

Receives, opens and distributes transportation mail as appropriate;

Assists the Transportation supervisor in the preparation and processing of purchase orders;

Assists in fueling fleet buses and vehicles when other pertinent assigned staff are not available;

May be required to do training and testing of school bus drivers and attendants; (see note below)

Depending on the school district, may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Through knowledge of the computer systems and software and how to use them;

Good Knowledge of standard transportation methods and the operation of buses;

Good knowledge of the geography of the district;

Good Knowledge of safety procedures;

Good Knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission as they relate to school bus operation;

Ability to organize and conduct driver training and safety courses for school bus drivers and attendants if required;

Ability to maintain records and to prepare correspondence utilizing a variety of office equipment and tools;

The employee's physical condition shall be commensurate with the demands of the position.