

TRANSPORTATION AIDE Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 3/1988

Revised: 12/2012; 1/2001; 11/2001

By: HH Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Certification as a school bus driver is not required at the time of application or appointment to this position. However, the school district may require an appointee to obtain a New York State Commercial Drivers License Class B with P endorsements and a New York State Education Department school bus driver certification if the needs of the service are such that additional substitute bus drivers are required.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for a variety of clerical, communications, cleaning and bus related duties in the Transportation Office's of the of various School District under the Tompkins County Civil Service jurisdiction. The work may include substitution as a bus driver when needed. The Head Mechanic directly supervises this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Performs clerical tasks as requested including answering telephone taking messages and filing

Operates a two-way radio to communicate with bus drivers on the road Cleans transportation offices

Runs errands as requested; May conduct bus preparation tasks such as gas, oil and safety checks; May operate a school bus as a substitute as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the performance of basic office clerical tasks; Working knowledge of the operation of a two way radio communication system including FCC regulations; If serving as a substitute bus driver the incumbent must possess a good knowledge of driving safety practices and traffic laws and regulations; If serving as a substitute bus driver the incumbent must possess skill in operation of a bus under a variety of driving and road conditions; If serving as a substitute bus driver the incumbent must possess skill in conducting basic oil, gas and safety checks for buses; Flexibility, adaptability and the ability to work effectively with a variety of adults and children is required; The employee's Physical condition shall be commensurate with the demands of the position.

3/28/88

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Performs clerical tasks as requested including answering telephone taking messages and filing

Operates a two-way radio to communicate with bus drivers on the road
Cleans transportation offices; Runs errands as requested; May conduct bus preparation tasks such as gas, oil and safety checks
May operate a school bus as a substitute as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of the performance of basic office clerical tasks

Working knowledge of the operation of a two way radio communication system including FCC regulations

If serving as a substitute bus driver the incumbent must possess a good knowledge of driving safety practices and traffic laws and regulations

If serving as a substitute bus driver the incumbent must possess skill in operation of a bus under a variety of driving and road conditions

If serving as a substitute bus driver the incumbent must possess skill in conducting basic oil, gas and safety checks for buses

Flexibility, adaptability and the ability to work effectively with a variety of adults and children is required

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

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