

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL TRANSPORTATION ASSISTANT

TITLE #: 1864

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for performing specialized transportation related clerical tasks in a school district where the primary responsibility of the position involves acting as a liaison with the school bus company, the development of transportation routes, assisting with the budget preparation, and compliance with laws and regulations related to school bus operation and required reporting. Work is performed under the general supervision of a School District Administrator with wide leeway allowed for carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a liaison between the district and the contracted school bus company to ensure the provisions in the contract between the contracted school bus company and the district are maintained and District policies are followed, and discipline issues documented;

Reviews the list of annual school bus drivers for validations of CDL and clean driving history before the Superintendent certifies the drivers;

Creates efficient, cost-effective and safe bus routes through the computerized system and works with the bus company to perform trial runs to confirm the routes including special needs busing;

Prepares time schedules and stop locations for buses and sends out bus assignments to parents and schools;

Maintains the computerized bus routing database and interfaces with the student management system and transportation database;

Assists in the preparation of the annual transportation budget and monitors the monthly expenses of the department;

Assists in the preparation of State Aid reports;

Assists Building Principals as needed to investigate disciplinary issues and requests and reviews videos as needed;

Assists with the preparation of all State and school district transportation reports and maps of bus routes;

Ensures that valid and current certificates of insurance are on file with the District and have been approved by the District's insurance company;

Assists in the preparation of RFP and/or bid specifications as needed to secure bus transportation services;

Maintains files for Department of Motor Vehicles, Department of Transportation, State Education Department and other regulatory agencies as required and files forms on state deadline;

Maintains a list of approved coach bus companies for special functions that meet the District's criteria for transportation of public-school students;

continued

Monitors and handles all transportation inquiries and assists with making recommendations for improving procedures and protocols.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office practices, terminology, procedures and equipment, good knowledge of the computer systems and software and how to use them; good knowledge of transportation procedures; good knowledge of district operational procedures; good knowledge of New York State motor vehicle laws and regulations regarding school transportation; good knowledge of state safety and insurance regulations; ability to organize and maintain records and prepare correspondence using a variety of office equipment and tools; ability to get along well with others; ability to project future transportation needs; dependability; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) year of clerical experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A); OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 07/22/19dc