

Job Description

Elida Local School District

LOCATOR INDEX: 306-A

Title: Transportation Operations Assistant
Reports to: Supervisor – Transportation
FLSA Status: Non-Exempt

Description:

Assist the Transportation Supervisor to ensure legally sound, safe, and effective management practices

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure Safety of Students
- Perform routine/preventive maintenance on all board owned vehicles according to maintenance schedules
- Help prepare and document all school buses for the annual state inspection
- Keep accurate records of all work completed on buses
- Assist with locating and securing needed parts and supplies
- Follow-up on drivers' reports of problems with buses or other board-owned vehicles
- Promote good safety practices and procedures
- Assist in the scheduling of drivers, aides, routes, extra trips, and vehicles
- Help resolve parent/administrative inquiries regarding all things transportation
- Promote good public relations – deal with the public with tact and diplomacy, interact in a positive manner
- Fill in for the Transportation Director in his/her absence
- Help respond to emergencies as needed

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Assist in keeping inventory on stock replacement needs
- Participate in in-service training courses as directed
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the supervisor – transportation and/or superintendent

Qualifications:

- High School Diploma or general education degree (GED); or six months to one year related experience and/or training
- Associates Degree or above preferred
- Valid commercial driver's license preferred with bus endorsement, or ability willingness to obtain
- Experience in automotive repair and/or related work - preferred
- Alternative to the above qualifications as the transportation supervisor, superintendent, and/or board of education may find appropriate
- A record free of criminal violations that would prohibit public school employment
- Ability to comply with drug-free workplace rules and board policies

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas, directives, assistance clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Experience working with diesel engines
- Experience with mechanic trouble shooting
- Basic mechanical knowledge helpful
- Ability to make quick, well-informed decisions
- Ability to work effectively in stressful environment (at times), where safety and customer service are paramount

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days
- Occasional travel throughout the area in search of needed parts, and/or bus break downs
- Occasional assistance checking road conditions – as needed
- Frequent and excessive exposure to high levels of noise, e.g., bus and bus engine, phone calls, radio calls

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the documents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: December 16, 2025