

TRANSPORTATION TECHNICIAN**DEFINITION:**

Under the supervision of the Director of Transportation, operate related computer programs to maintain records and prepare reports as requested. Handles Accounts Receivable regarding the bus pass program, collects fees, processes applications, maintains the database and makes bus passes.

QUALIFICATIONS:

Experience: Two to three years of experience in the clerical field; experience in the transportation industry is desirable. Experience as a school bus driver.

Education: Equivalent to completion of the twelfth grade.

License: Must maintain and possess a valid California Class B Driver License with a passenger endorsement, school bus endorsement and air brake endorsement; possess and maintain a valid California School Bus Drivers Certificate; possess and maintain a valid medical card; maintain a valid first aid certification (or pass the California Highway Patrol First Aid Examination).

DISTINGUISHING CHARACTERISTICS:

- This position classification carries out the accounting duties of the transportation department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Transportation, incumbent will:

- Prepare invoices for billing outside agencies.
- Answer telephones, communicate with parents and staff.
- Communicate with outside agencies regarding invoices and other pertinent information.
- Perform related data entry required for input into the computer system.
- Prepare reports as requested.
- Assist in problem solving.
- Make bus passes and employee ID badges.
- Perform substitute-driving assignments as needed.
- Perform other related duties as required.

KNOWLEDGE:

- Computer programs such as word processing, spreadsheets and other automated systems; correct English usage spelling, grammar and punctuation; modern office equipment and methods and procedures

ABILITIES AND SKILLS:

- Perform responsible clerical work without continuous supervision.
- Make arithmetical calculations with speed and accuracy.
- Prepare accurate reports.
- Operate office equipment such as calculators, computers, copy machines, etc.
- Understand and carry out oral and written instructions.
- Work cooperatively with those contacted in the course of work.
- Operate a school bus safely and efficiently.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to loud.
- Employees in this position will be required to work in a bus or orthopedic transportation vehicle, in an outdoor environment with seasonal heat and cold or adverse weather conditions and come in direct contact with students, staff, and the public.
- The environment includes exposure to fumes, dust, oil, grease and odors.