

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

TRANSPORTATION ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Five years' experience as bus driver.
- (3) Working knowledge of routes and procedures.
- (4) Possess Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes, State Board rules and School Board policies pertaining to school transportation. Ability to analyze problems, determine solutions and implement procedures to resolve problems. Must be capable of effective communication, knowledge of traffic patterns, and population distribution in Bradford County.

REPORTS TO:

Director, Transportation and Risk Management

JOB GOAL

To contribute to the efficient operation of Transportation Services through safe and efficient operation of buses.

SUPERVISES:

N/A

PERFORMANCE Responsibilities:

- * (1) Assist in coordinating transportation services for public schools in assigned area.
- * (2) Recommend needed changes for improving routes and 10 ding areas, and initiate such practices when authorized.
- * (3) Maintain records relating to administration, driving, schedule g, routing, FTE reporting and maintenance of buses, and direct others in keeping such records.
- * (4) Assist in establishing and maintaining school bus routes after student numbers, school boundaries, and districts have been established.
- * (5) Assist in establishing and developing plans for improvement t in the efficient operation of transportation services.
- (6) Provide input in the evaluation of bus drivers and attendants.
- (7) Coordinate in scheduling field and activity trips.
- (8) Is responsible for dispatch duties.
- * (9) Recruit and recommend persons to fill driver, attendant, and substitute positions.
- (10) Recommend changes in procedures to the Supervisor.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

TRANSPORTATION ASSISTANT (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently and or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9

Revised 3-14-16