



JOB DESCRIPTION
Transportation Assistant



Reports to:	Executive Director, Administrative Services	Employment Group / Salary Range:	Classified Range M
Dept:	Administrative Services	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	9/15/23 10/2/23

PRIMARY FUNCTIONS

Under general supervision, plans and schedules maintenance and repair activities for District equipment and vehicles performed by outside vendors and service providers; coordinates and schedules usage of fleet and outside transportation services including buses; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Works with District managers and staff to develop and implement plans, schedules and standards for preventative maintenance, repair and servicing of fleet vehicles and equipment to be performed by outside vendors and service providers.
- Coordinates reservations, scheduling and use of fleet buses, vans and vehicles for department use, field trips, athletic events, extracurricular activities, etc., to meet the District's emergency and routine transportation requirements; verifies drivers are cleared to drive requested vehicles; trains users and oversees usage of District key management system.
- Coordinates activities with contractors providing transportation for regular school students and special education students; confers with contractors to schedule special education transportation and home-to-school transportation; assists contractor with developing routes/timing and ensures all buses are operating on schedule; receives and resolves all parent/guardian communications, inquiries and complaints concerning student transportation.
- Coordinates District fuel program; issues and reviews usage of fleet gas cards following established protocols.
- Prepares weekly, monthly and annual activity and mileage reports; monitors and reports on status of maintenance and repair projects.
- Creates and maintains records of smog checks, inspections and work history on each vehicle including completed maintenance and repairs; ensures files are maintained in compliance with DMV and CHP regulations.
- Completes and reviews reports of traffic accidents and mechanical breakdowns of vehicles and equipment, student evacuations and other types of emergencies for completeness and accuracy and takes appropriate action.

- Estimates labor and materials needed for fleet maintenance and operations including fuel costs; compiles and prepares cost estimates; monitors and ensures adequate inventory levels of equipment and supplies; researches and recommends equipment and supply purchases as appropriate.
- May assist District departments and staff by researching and recommending the purchase of vehicles and equipment; participates in drafting specifications and participates in evaluating bidder responses; coordinates the sale or disposal of vehicles and equipment, as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent and four years of administrative support experience preferably involving the maintenance and repair of facilities, vehicles and/or equipment; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Speak, read and write in Spanish.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Types of vehicles and equipment commonly used in a school district, their uses and maintenance and repair requirements.
- District transportation processes and techniques, scheduling methods and requirements used for school fleet and student transportation programs.
- Fleet management recordkeeping methods, practices and procedures.
- General principles and practices of purchasing and contracting for technical services such as equipment and fleet repair and maintenance.
- Applicable District, federal, state and local laws, rules and regulations including applicable policies and regulations regarding student transportation and school bus operations.
- Principles and practices of sound business communication and proper English usage.
- Basic research methods and analysis techniques.

- Use and operations of business and specialized computer applications and other office equipment required for the work.
- District safety policies, procedures and safe work practices.

Skills and Abilities to:

- Oversee and coordinate the maintenance and repair of District fleet vehicles and equipment by outside resources and facilitate the timely and efficient completion of work.
- Work collaboratively with departments and District staff to schedule fleet usage and evaluate fleet repair and replacement needs.
- Read and interpret plans, specifications, technical manuals, contract provisions and other documents.
- Identify and evaluate conditions and situations, evaluate alternatives and recommend effective courses of action to resolve problems and complete assigned work.
- Understand, interpret, explain and apply laws and regulations applicable to areas of responsibility.
- Identify and ensure prompt resolution of safety issues and hazardous conditions.
- Exercise independent judgment and initiative within established guidelines.
- Operate a vehicle observing legal and defensive driving practices.
- Prepare complete and accurate reports and other written materials; maintain accurate records and files.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Uphold the District's mission, values and objectives.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, use of both eyes, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and to intermittent exposure to individuals acting in a disagreeable fashion. The employee is occasionally exposed to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed