

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: TRANSPORTATION ASSISTANT (Range 22)

#### BASIC FUNCTION:

Under the direction of the Transportation Manager, assist in assuring safe and timely operations of the Transportation Department; communicate with bus contractors to discuss changes in bus schedules or routes; provide a variety of information to parents, students and contacts.

#### REPRESENTATIVE DUTIES:

Communicate with bus contractors to discuss changes in bus schedules or routes; make changes to update the master street and master stop lists and the computer as directed. *E*

Provide information to contractors, staff, parents and the public in person and on the telephone regarding field trips, attendance boundaries, routing or related transportation matters. *E*

Assist with Parent Pay program sales of tickets and passes; provide information to parents regarding applications, prices and program requirements. *E*

Type a variety of materials for the Manager and department including invoices, schedules, memos, work orders, reports and other materials. *E*

Operate a computer and other standard office equipment as assigned. *E*

Prepare and maintain records and reports related to assigned activities as directed. *E*

Assist with the preparation of ride share claim forms and gift certificates.

Receive discipline action tickets and process according to established procedures as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Applicable sections of the State Education Code applicable to buses and pupil transportation.

Laws, rules and regulations related to assigned activities, including applicable sections of the California Education Code.

School bus operations, including vehicle characteristics and wheelchair equipment modifications.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Policies and objectives of assigned program and activities.

Operation of a computer terminal.

Oral and written communication skills.

Safety rules, regulations and safe driving practices.

**ABILITY TO:**

Monitor the assigned personnel and District vehicles to assure safe, efficient, timely and accurate transportation of District students.

Coordinate schedules and assignments, and design routes.

Serve as a liaison between schools and parents.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Learn, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience including some experience in a student transportation office.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time.

Walking.

Dexterity of hands and fingers to operate computer and other office equipment.

Hearing and speaking to communicate with others.