

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: DRIVER/COMMUNITY ASSISTANT (Range 14)

#### **BASIC FUNCTION:**

Under the direction of the Transportation Manager, assist with transportation support services; provide transportation to and from therapy, school and/or home for students. Track transportation statistics and maintain in file. Coordinate and schedule transportation requests. Maintain vehicles. Prepare and maintain a variety of records, files and reports.

#### **REPRESENTATIVE DUTIES:**

Coordinate with private and public service agencies to establish and maintain transportation, and systematically assure transportation of eligible children. *E*

Perform a variety of responsible clerical duties to assist program manager, students and parents; assist with the smooth and efficient processing and flow of information. *E*

Provide oral and written translation on an individual basis.

Greet the public and answer phones, provide information and directions, take messages, or transfer to appropriate individual as needed; provide information to teachers, parents and others regarding program; explain established policies and procedures and assist in orienting parents about the program.

Schedule appointments for students; prepare a variety of correspondence, lists, records, and reports as assigned; operate computers and various software applications to prepare program reports. *E*

Operate a variety of office equipment, including personal computers and computer terminals, printer, typewriter; fax machine, copier, laminator and scanning machine.

Provide therapy transportation support to families with identified medical, health and dental needs. *E*

Enter, coordinate and schedule transportation requests information in computer; notify parents of time changes. *E*

Maintain and update transportation schedules. *E*

Maintain guidelines of appropriate student behavior. *E*

Evaluate, maintain and update a variety of files including student records. *E*

Perform a variety of clerical duties; type reports, correspondence, forms, notices and referrals; maintain files and duplicate materials as needed. *E*

Assist in sale of bus passes. *E*

Maintain vehicles as needed. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary

Record-keeping techniques.

Map reading.

Basic first aid and CPR techniques.

Spanish desirable.

**ABILITY TO:**

Operate a computer and other office equipment.

Establish and maintain files, records, reports and referrals.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Read, explain and follow rules, regulations, policies and procedures.

Perform clerical duties such as filing, duplications, typing and maintaining records.

Complete work with many interruptions.

Work cooperatively with others.

Administer basic first aid and CPR.

Assist students in and out of the vehicle.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid First Aid and CPR certificates.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment (office and various school site classrooms).

Driving a vehicle to transport students.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a keyboard.