

PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION
TRANSPORTATION OFFICE ASSISTANT

DEFINITION:

Under the direction of Transportation Director, perform a variety of general clerical duties in support of the Transportation Department; assign bus drivers to designated routes and special event trips; assist in the development and revision of bus routes; answer phones, greet and assist students, parents, staff and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials.
- Assist in planning school bus routes, driver schedules, stops, and loading zones; make temporary arrangements for route changes and vehicle breakdowns; dispatch emergency vehicles, drivers, and mechanics.
- Operate a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill special transportation requests; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, emergencies, road conditions, road hazards and other concerns; notify drivers or authorities as appropriate; review routes for drivers as needed.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports.
- Compile data for a variety of reports as assigned including incident reports, inspections and student counts in order to assist with preparing required State reports, convey information and comply with mandated requirements.
- Communicate with parents, staff and various outside agencies to exchange information, explain rules and policies, resolve issues or concerns.
- Maintain records and files, such as mileage logs, servicing schedules, worksheets and DMV requirements.
- Operate a variety of office equipment including a computer and assigned software.
- Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.
- Attend and participate in required meetings, trainings and workshops related to assigned activities.
- Provide assistance as needed on-site for traffic accidents/incidents and assist with processing related reports, taking photographs and assisting personnel as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Drive a school bus as needed.
- Perform functions of a School Bus Attendant as needed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two (2) years clerical experience including experience planning and scheduling bus routes.

Licenses and other Requirements:

- Pre-employment Drug Screening and Criminal Justice Background Check.
- Utah State Class B Driver's License-School, Passenger and Air Brake Endorsement.

- Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Applicable laws, codes, rules and regulations related to pupil transportation.
- Modern office practices, procedures and equipment.
- Basic math computations.
- Methods, practices and procedures of dispatching transportation vehicles.
- District boundaries.
- Health and safety regulations.
- Operation of a computer and two-way radio.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Plan, coordinate and develop bus routes and schedules.
- Assign bus drivers to designated routes and special event trips.
- Review routes and schedules to accommodate changes.
- Maintain a variety of logs, records and files.
- Interpret, apply, and explain laws, codes, rules and regulations related to assigned activities.
- Operate a variety of office equipment, including a computer and applicable software.
- Operate a two-way radio.
- Observe legal and defensive driving practices.
- Plan and organize work.
- Answer telephones and greet the public courteously.
- Understand and resolve issues, complaints or problems.
- Meet schedules and time lines.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Seasonal heat and cold or adverse weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

K