



Job Title: Transportation Assistant

Exemption Status/Test: Non-Exempt

Reports to: Transportation Director

Date Revised: May 2018

Dept. /School: Transportation

Primary Purpose:

To ensure the safe and efficient transportation of students through proper evaluation/recommendation of bus driver and bus aide candidates; maintain compliance of all transportation licensures, certification and training records mandated by law, district policy and administrative procedures.

Qualifications:

Education/Certification:

High School diploma, required
Certified Education Office Professional (C.E.O.P.) preferred
Notary Public for Dallas County or eligible for commission preferred

Experience:

Minimum five (5) years' experience as an administrative secretary or assistant
Interviewing experience required

Special Knowledge/Skills:

Must exhibit ability to handle confidential and sensitive information with good judgment
GISD Computer programs preferred including: MS Office applications, Outlook, ORACLE, and network environment knowledge highly preferred
Must possess ability to review departmental policies and procedure outlined in the Transportation Employee handbook, assisting with updates, as needed
Must be able to positively interact with all levels of school employees and to work positively and cooperatively
Strong interpersonal skills required
Knowledge of State and Federal Law regarding DOT drug testing and Motor Vehicle Law
Great communication skills
Strong interpersonal skills required
Must be able to positively represent the school district
Must possess strong organization skills and general clerical skills
Must exhibit initiative in performing routing office functions
Must be able to handle heavy workload in fast-paced office with critical deadlines
Must be detail oriented and a quick learner
Must be flexible and adaptable under pressure
Must be able to work a flexible schedule

Major Responsibilities and Duties:

1. Manage the recruitment and selection of all bus drivers and bus aides/monitors.
2. Understand the needs of the department and identify the best drivers and bus aides.
3. Understand the duties and responsibilities of bus drivers and bus aides to ensure retention.
4. Set-up and maintain effective monthly driver in-services program.

5. Manage bus driver safety and training program.
6. Maintenance and compliance of CDL, Medical Certification and NVCI.
7. Maintain compliance of all transportation licenses required, certification and training records.
8. Coordinate all licensing and certification requirements for staff who will operate a district vehicle.
9. Complete annual review of all motor vehicle records through TxDPS.
10. Complete clerical duties in a timely manner.
11. Keep interview area clean.
12. Prepare new hire packets.
13. Maintain confidentiality of information.
14. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is performed in an office setting; may require occasional irregular and/or prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.