

Transportation Administrative Assistant / BUS Driver Trainer

Reports to – director of Transportation

Regular Hours Worked – 6 hours per day Transportation Office / 2 – hours per day Driver Training

Terms of Employment – 235 days per year - Transportation Office / 175days per year – Bus Driver Training

Assumes responsibility for performing any assigned administrative assistant and clerical duties that are needed for the efficient operation of the school.

Conducts on-the-road phases of bus driver training and assists in planning and implementing the safety training for all school bus drivers in Gallatin County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. Performs all administrative duties for the Director of Transportation and other administrative staff and organizes and coordinates functions and duties of other clerks and bookkeepers.
2. Receives messages and communicates via the telephone with parents, general public, and school system personnel.
3. Serves as receptionist for the Director of Transportation.
4. Assumes responsibility for establishing and maintaining appropriate records and files; prepares and submits reports to the system wide service offices, and other offices and agencies as necessary.
5. Implements approved office policies and procedures under the direction of the Director of Transportation.
6. Ensures that the transportation records are available and up-to-date.
7. Assists in maintaining transportation cost budgets as related to the transportation department.
8. Prepares correspondence, reports, forms and materials for duplication and distribution.
9. Operates office machines and equipment necessary for the efficient operation of the transportation office
10. Performs other duties as assigned of the director of Transportation.
11. Conducts classroom and on-the-road driver training for assigned District and contracted services personnel.
12. Conducts classroom training for transportation support personnel such as bus monitors
13. Supervises, schedules, and documents all aspects of driver training.
14. Assists in the reviewing, screening, selection and interviewing of all bus drive candidates.
15. Conducts the Student Bus Safety Programs.
16. Works with transportation personnel and school principals concerning school bus related safety issues.
17. Assists in maintain records and statistics of all vehicle accidents and monitors the motor vehicle records of all employees who drive district vehicles.
18. Provides effective communication with parents, students, community organizations, news media and district personnel.
19. Performs other duties as assigned by the Coordinator/Bus Driver Training.

PHYSICAL DEMANDS ADMINISTRATIVE ASSISTANT

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

PHYSICAL DEMANDS BUS DRIVER TRAINER

The work is primarily sedentary. It requires the ability to communicate using speech, vision, and hearing. The work requires the use of hands for simple grasping, pushing, pulling and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in the temperature and humidity, driving automatic equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful clerical experience.
3. Typing/transcription skills (50 w.p.m.).
4. Valid commercial driver's license with the evidence of a good driving record.
5. School bus Driver Instructor certification issued by the Kentucky Department of Education.
6. Ability to instruct in the areas of safety and traffic education curriculum.

Approved by: _____
Board Chairperson

Date: _____

Reviewed and agreed by: _____
Employee

Date: _____