

TITLE:

Transportation Assistant Manager

QUALIFICATIONS:

Any combination equivalent high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and two years clerical experience involving the use of a computer; Kentucky Driver Trainer Certification; Kentucky School Bus Driver Certificate; 3 years Driving Exp.

REPORTS TO:

Transportation Manager

PRIMARY JOB GOAL:

Perform routine clerical activities in support of Pupil Transportation personnel, including mail services and financial services; apply procedures and policies within clearly specified procedures; process transportation routes and operation data for input and retrieval. To assist in training all drivers and monitors in regard to regulations governing Kentucky school buses. Be knowledgeable in Statewide and Federal busing regulations as well as local procedures and policies. Perform routine route evaluations. Apply procedures and policies within clearly specified procedures. To assist Director, Mechanic, and Data Assistant. To help raise community awareness of Transportation Policies; Maintain Driver Training Records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office practices, procedures and equipment; interpersonal skills using tact, patience, and courtesy; record-keeping techniques; knowledge of operation of a computer terminal and data entry techniques; oral and written communication skills; knowledge of health and safety regulations; knowledge of methods and procedures of operating electronic computers and peripheral equipment; ability to meet schedules and times lines; ability to understand and follow oral and written directions; ability to work cooperatively with others; ability to maintain routine records; ability to operate a computer terminal.

Knowledge of safe driving practices and provisions of Federal and State Motor Vehicle codes and Kentucky Administration Regulations applicable to the operation of vehicles transporting students; knowledge of First Aid and CPR practices; interpersonal skills using tact, patience and courtesy; ability to operate a school bus over routes in accordance with time schedules, loading and unloading students; proficient in pupil management; ability to maintain assigned vehicle in a clean and safe operating condition; ability to recognize equipment malfunctions and take appropriate action; ability to maintain routine records; ability to establish and maintain cooperative and effective working relationships with others; ability to meet schedules and time lines; ability to communicate effectively both orally and in writing; ability to learn, apply, and explain rules, regulations, policies, and procedures; ability to observe legal and defensive driving practices; The ability to do bus driver classroom training as well as driver training on the bus. The ability to train in the Schools as well as in the community.

PERFORMANCE RESPONSIBILITIES:

- Trains departmentally; keeps training records updated.
- Keeps Training Department Organized.
- Evaluates bus routes and driver performance.
- Communicates with officials as needed.
- As needed, performs any and all Bus Driver duties in accordance with Bus Driver Job Description.
- Compiles and inputs data; generates and retrieves reports from computer data base.
- Receives and processes route and operations data.
- Updates route information and maintains accurate route records; remains current concerning route area assignments.
- Assists in compiling statistical records.
- Operates two-way radio base stations; operates paging system as required; records radio communication as required.

- igned by the Transporta

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

[illegible]

LIFTING

 0-10 lbs. **11-15 lbs.** **X** **16-30 lbs.** **Over 31 lbs.**

2a. HAND MANIPULATION REQUIRED? ___X___ Yes (If yes, complete 2a,2b,2c,2d,2e)
 No

2b. Repetitive hand movements? **X** Yes No

2c. Simple Grasping?	Right Hand Yes <u> X </u> No <u> </u>	Left Hand Yes <u> X </u> No <u> </u>
2d. Power Grasping?	Right Hand Yes <u> X </u> No <u> </u>	Left Hand Yes <u> X </u> No <u> </u>
2e. Pushing Pulling?	Right Hand Yes <u> X </u> No <u> </u>	Left Hand Yes <u> X </u> No <u> </u>
2f. Fine Manipulation:	Right Hand Yes <u> X </u> No <u> </u>	Left Hand Yes <u> X </u> No <u> </u>

3. (a) Does the job require worker to reach or work above the shoulder? X Yes No
Frequency? **TWO OR MORE**

(b) Reaching at or below shoulder level? X Yes No
Frequency? TEN TO TWENTY

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? X Yes No

5. Are there special visual or auditory requirements? ☒ Yes ☐ No CB RADIO DISPATCH
If yes, please describe (i.e. working with computer terminal): working with computer 6 hours daily

WORK ENVIRONMENT:

- a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ☒ Yes ☐ No
- b. Is the employee exposed to fumes or airborne particles? ☒ Yes ☐ No
If yes, please specify: BRAKE CLEANER FUMES; CARCINOGENICITY OF DIESEL FUMES

BLOOD/FLUID EXPOSURE RISK: (check the right category)

- ☐ Category I: Tasks involve exposure to blood, fluid, or tissue
- ☒ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.
- ☐ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

Hours per day, days per year, and salary to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: June 28, 2005

Revised: January 31, 2006

Revised: May 29, 2007

Revised: May 19, 2016

Revised: May 16, 2019

I have read and understand the terms set forth in this job description.

Signature of Employee_____

Date Signed_____