

JOB DESCRIPTION: **Assistant Transportation
Director - Part-Time**



REPORTS TO: **Transportation Director**

PURPOSE: The job of the Assistant Director was established for the purpose/s of providing support within the student transportation services area with specific responsibilities for scheduling of regular and special education bus drivers; coordinating the assignments of regularly scheduled routes, special events, field trips; and monitoring bus drivers' traffic and locations.

FUNCTIONS:

1. Assists the Transportation Director in preparing a schedule to efficiently transport the public and non-public students to regular and special education programs within and outside of Plum Borough in accordance with Act 372.
2. Maintains an up to date listing of school buses and assigned drivers and aides.
3. Assures ready access to an up to date route sheet for each scheduled route.
4. Assures that each scheduled route is appropriately covered by utilizing available substitute drivers and splitting routes.
5. Maintains cordial working relationships with assigned drivers and assistants.
6. Maintain current knowledge of routes and locations to assure timely services and accurate information.
7. Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
8. Demonstrates a comprehensive knowledge of roads and street in the Plum Borough School District.
9. Answer telephone calls, operate the two-way radio base stations, and retrieve/review school bus camera footage.
10. Spot check buses on a daily basis for safety, maintenance, etc.
11. Coordinate all requests for transportation to assure that there will not be an interruption to the regular schedule.
12. Ensure bus drivers are properly certificated, qualified, and trained.
13. Respond to emergency management brought about by accidents, closed roads, hazardous road conditions, weather, late dismissals, and other interruptions to regular service.

14. Serve as a consultant and specialist on transportation cooperative committees and/or study activities.
15. Assists with the overall operations and management of the Transportation Department.
16. Maintain transportation related software programs such as Compass and Seon.
17. Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
18. Operate standard office machines.
19. Drive a school bus for regularly scheduled routes, field trips, and other school activities as necessary.
20. Maintains a flexible schedule due to the demands of the department.
21. Perform other duties assigned by the Transportation Director.

EDUCATIONAL REQUIREMENTS: High School diploma or equivalent. Proficiency in the use of technology for communication, research, reporting, presentation, routing, and research. Effective communication skills with the ability to interface diplomatically with administrators and other district staff, parents, community members, and outside professional contacts. Knowledge of local roadways and routing procedures, CDL, and school bus certification knowledge. Prefer a Class B CDL license with a school bus certificate. Approximately 20-25 hours a week.

PHYSICAL DEMANDS: Light, max. lift 20lbs., frequent lift/carry – up to 10 lbs.

WORKING CONDITIONS: Inside 75%+