

BUS DRIVER - OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position combines the responsibility of driving a school bus on an assigned route or on special occasions and the responsibility of providing clerical office support as needed in the transportation department of a school district. While operating the bus, the incumbent is fully responsible for the safety and conduct of the passengers. In the office, the incumbent performs a range of basic clerical functions dictated by the needs of the department. There is no set percentage of time required for performing bus driver or clerical duties; it is required that the incumbent perform both as needed by the district. The work is performed under general supervision with limited leeway for handling situations on the road under established district policies. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a school bus on a regular schedule and/or for special transportation needs;
2. Checks the operating condition of the bus and immediately reports or corrects any problem;
3. Instructs riders on all conduct and safety procedures and ensures such procedures are followed at all times;
4. Cleans the interior of the bus and cleans the exterior of the bus as needed or according to district policy;
5. Completes any required paperwork, such as accident or incident reports and vehicle maintenance records;
6. Enters information into computer database from printed copy and handwritten forms;
7. Proofreads, verifies and reconciles database information as necessary;
8. Compiles and prints reports as requested;
9. Performs routine clerical tasks such as typing correspondence, answering phones, filing, and photocopying material.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation of a school bus sufficient to transport students in a safe and efficient manner in all weather and traffic conditions;

Knowledge of software packages for database management sufficient for the routine entry and deletion of information, production of reports, and manipulation of data;

Knowledge of office principles and practices sufficient to perform routine tasks such as filing, photocopying, keyboarding and reception;

Ability to get along with passengers and to command their respect;

Ability to learn and work within departmental procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical work experience.

BUS DRIVER - OFFICE ASSISTANT (Cont'd)

SPECIAL REQUIREMENTS:

1. Candidates must indicate keyboarding experience, i.e., a course in typing or keyboarding work experience.
2. Candidates must possess a valid appropriate level New York State Commercial Driver's License at time of appointment. A standard school bus requires a class B license with a Passenger endorsement.

CL3450

ADOPTED: 04/01/98

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