STATE CENTER COMMUNITY COLLEGE DISTRICT
TRANSPORTATION AND OPERATIONS ASSISTANT

DEFINITION

Under direction assists in the coordination of the District’s transportation services and performs a variety of difficult clerical duties. Ensures the overall coverage required to meet the transportation operation demands.

DISTINGUISHING CHARACTERISTICS

This position may require lead responsibilities and differs from lower levels by the complexity and on-going nature of transportation and operational department activities and the in-depth knowledge of State and Federal laws involved with the transportation of students and faculty.

EXAMPLES OF DUTIES

Performs a variety of duties including coordination of transportation services for the District. Scheduling numerous vehicles daily, keeping abreast of Federal & State transportation laws completing all necessary insurance claim forms for all District vehicles. Performs a wide variety of secretarial and clerical duties including typing, filing, records maintenance, use of computer to input and retrieve data to produce reports, proof-reading and composing correspondence, recording information on records from general instruction utilizing word processing, spreadsheets and database software. Initiates and tracks budget expenditures, does budget transfers, and prepares reports. Provides information to staff and the public. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications.

Coordinate scheduling and use of transportation equipment for field trips, athletic events, extra-curricular activities, etc., to meet the organization's emergency and routine transportation requirements.
Dispatch buses and drivers during regularly scheduled business operations,
Ensures compliance with California Highway Patrol and vehicle codes.
Review requests for regular and special bus trips for proper authorization and to assure that requirements are met.
Provide time and mileage estimates for special trips.
Coordinate and mobilize resources to respond to emergency situations.
Resolve schedule problems to ensure that all routes are covered.
Notify parents of transportation issues and scheduling problems.
Complete and review reports of traffic accidents and mechanical breakdown of buses, student evacuations and other types of emergencies for completeness and accuracy, and take appropriate action.
Compile information for special studies of bus operations as requested by higher-level personnel.
Prepare and maintain routine records regarding vehicle inspection and operation; record number of pupils transported, mileage and driving hours.
Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education: High school diploma or equivalent.
Experience: Considerable experience performing administrative or difficult secretarial and clerical duties involving analytical and technical skills, spreadsheets, budgets, and quarterly reports and records management.

Knowledge and Abilities: Ability to learn and apply Federal and State laws concerning transportation. Ability to type at 55wpm from clean copy. Ability to take and transcribe dictation and prepare minutes of meetings. Ability to enter and retrieve data from computer system in appropriate format. Ability to use complex computer applications in word processing, spreadsheets, databases and communications software. Ability to enter and retrieve data from computer system in appropriate format. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college, district, and department policies and procedures.

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Approved: 6/14/04
Salary Range: 55