



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 72-2023/24
 DOCUMENT NO. 61-2023/24
 DATED: 02/21/2024

TRANSPORTATION OPERATIONS ASSISTANT

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| <p>DEPARTMENT/SITE: Transportation</p> <p>REPORTS TO: Director of Transportation or designee</p> | <p>SALARY SCHEDULE: Classified Bargaining Unit</p> <p>SALARY RANGE: 25</p> <p>WORK CALENDAR: 261 Days</p> <p>FLSA: Non-Exempt</p> |
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PURPOSE STATEMENT:

Under the general direction of the Director of Transportation and the Supervisor of Transportation Operations, the Transportation Operations Assistant performs a variety of technical duties in support of the operations and activities of the Transportation Department with specific responsibilities for the processing, recording, updating, and reconciling of payroll information, and generating periodic reports in accordance with established financial practices; assists with developing and maintaining computerized bus routes and schedules; assists with dispatch responsibilities of the Transportation Department. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in the Transportation Operations Assistant classification are distinguished from other classifications in their assignment to perform technical duties in support of fiscal payroll operations and activities of the Transportation Department.

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes and performs the duties of a Bus Driver as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in providing information to parents and school sites concerning bus routes and schedules in the absence of the Transportation Dispatcher.
- Collects Bus Driver time sheets; inputs time into applicable software applications; checks missing timesheets; monitors trip reports and receipts for meals; reports timekeeping discrepancies to Bus Drivers;

maintains payroll processing for field trips and weekend trips; confers and interacts with the Payroll Department to ensure accurate and timely Bus Driver pay warrants.

- Participates in department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Perform general clerical functions (e.g., faxing, scanning, copying, filing, answering phones) to support the needs of the Transportation Department.
- Researches discrepancies in fiscal payroll information and/or documentation to ensure the accuracy and adherence to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding fiscal payroll procedures for providing information, direction, and/or referral for addressing inquiries.
- Responsible for the distribution of Traversa (Ride 360) bus rider cards to eligible individuals; which includes managing the issuance process, verifying eligibility criteria, and ensuring accurate record-keeping.
- Proficient in the use of Traversa Software to effectively manage transportation-related tasks, including completing trips when processing timesheets; and stays updated on software updates and enhancements to optimize its use in daily operations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Accounting/bookkeeping principles
- Procedures, methods, and techniques for dispatching and scheduling buses
- Proper operation of school buses and school transportation vehicles
- District organization, operations, policies, and objectives
- District geographic areas
- Basic record-keeping and report preparation techniques
- Operation of a computer and assigned software

Skills and Abilities to:

- Operate standard office equipment including using a variety of software applications; database management, computer-based routing systems, and software applications
- Apply District and other applicable rules and regulations pertaining to pupil transportation
- Analyze situations to define issues and draw conclusions
- Prepare and maintain accurate records
- Adapt to changing work priorities
- Work with a diversity of individuals and/or groups
- Exercise sound judgment
- Understand and carry out oral and written instructions
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school-age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents

- Maintain student confidentiality
- Work with constant distractions
- Communicate clearly in English and a second language (usually Spanish) is required

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to affect the organization’s services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of work experience in general clerical work in which one (1) year is in financial record keeping and/or accounting.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License or ability to provide transportation to meetings, events, and training associated with essential functions, duties, and tasks

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen