

ASSISTANT TRANSPORTATION COORDINATOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: Working under the supervision of the Transportation Coordinator or other Administrator, an employee in this title assists in overseeing the transportation program in a school district. The Assistant Transportation Coordinator is responsible for the actual operation of a school bus for part of his/her daily routine. This class differs from Assistant Transportation Supervisor in that the supervision and performance of automotive repair work on the buses is not a requirement of this job. The work is performed under general supervision. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Operates a school bus on an assigned route;
Assists in the preparation of bus routes and schedules;
Assists in assigning drivers to special or extra trips;
Assure that all State Laws, rules and regulations are followed with regards to safety standards, and provides necessary reports as required;
Acts as the Transportation Coordinator in his absence;
Provides assistance to the Transportation Coordinator, as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures pertaining to the operation of a school bus fleet; good knowledge of safety procedures; and practices related to the operation of school buses; good knowledge of the New York State Motor Vehicle Law; ability to plan and supervise the work of subordinates; ability to establish and maintain good working relationships with others; dependability;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and **EITHER:**

- A. Two (2) years of full-time, paid experience as a driver in a bus fleet operation;

OR:

- B. Two (2) years of full-time paid experience in a position involving the coordination of work activities and schedules for subordinate employees.

NOTE: Part-time, paid experience will be accepted on a pro-rata basis.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Drivers License.

Non-competitive Class
Adopted 9/24/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.