

<b>Position:</b>	Transportation Assistant
<b>Reports to:</b>	Transportation Supervisor
<b>Employment Status:</b>	Regular/Part-time/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	To contribute to the efficient operation of the school district so that it can deliver safe and appropriate services to students, support staff, and administrators. Work with the transportation supervisor to make the office run as smoothly and effectively as possible.
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Abides by all policies and regulations established by the Norton City Schools Board of Education
- Complies with all laws and regulations governing Ohio Pupil Transportation as established by the Ohio Department of Education and Workforce, Ohio Department of Highway Safety, and the Federal government
- Assists the transportation supervisor with the day -to-day responsibilities (i.e. maintaining trip board, assigning substitutes, white cards, pulling and reviewing bus video, etc.)
- Serves as a bus driver, van driver, or bus aide when assigned
- Helps with preparing logistics management of all field trips
- Scheduling buses, routing buses, maintain and update the Transportation Logistics System
- Interact in a positive manner with staff, students, and parents
- Maintain respect at all times for the confidential information, e.g., custodial papers, IEP's, birth certificates, medications, health restrictions, and court documents and papers
- Make contacts with the public with tact and diplomacy
- Maintain transportation inventory records and files
- Assists the mechanics with filing, paperwork, and bookkeeping
- Interact in a positive manner with staff, students, and parents
- Ability to work effectively with others
- Promote good public relations by personal appearance, attitude, and conversation
- Ability to work alone
- Effective active listening skills
- Receive and check incoming office supplies, materials, and equipment
- Assists in the promotion of effective public relations, and represents the school district in a positive manner
- Monitor and maintain two-way radio communications with all buses/vehicles on routes/field trips
- Prepare reports as assigned
- Prepare invoices
- Attend meetings and in-services as required
- Helps with purchase orders
- Be prepared to handle emergencies and notify proper department
- Maintain desk, storage, and work room areas in a neat and orderly manner
- Perform such other tasks and assumes such other responsibilities as the Transportation Supervisor, Business Manager, or Superintendent may assign

**Other Duties and Responsibilities:**

- Arrange for substitutes as assigned
- Utilize emergency procedure knowledge, i.e., Ohio Transportation Policies and Procedures
- Perform other duties as assigned by the Transportation Supervisor
- Occasionally may be asked to accommodate morning routes and flexing daily schedule

**Qualifications:**

- High school diploma or general education degree (GED)
- Meet all State of Ohio and Federal requirements for school bus drivers
- Meets school bus driver certification
- Must have first aid and CPR certification
- Working knowledge of Transportation Logistic Systems
- Good Verbal communication skills, both the telephone and in person
- Ability to maintain confidentiality regarding student and personnel records
- Must possess computer skills (Microsoft Office and/or Google Suite, email, and spreadsheets)

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to generate correspondence independently
- Ability to operate office equipment, e.g., copy machine, computer
- Ability to utilize appropriate computer software
- Ability to work effectively with others
- Organizational and problem solving skills
- Typing ability
- Radio dispatching skills

**Equipment Operated:**

- Computer
- Various office machines
- FCC-radio dispatch

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, and stoop
- Frequent repetitive hand motion, e.g., computer keyboard, typing
- Occasional requirement to travel
- Occasional overtime work will be requested and expected of the employee
- Occasional requirement to push and pull items up to a maximum of 20 pounds
- Occasional requirement to kneel and crouch
- Occasional requirement to lift, carry, push and pull up to a maximum of 25 pounds

**Evaluation:**

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education  
Adoption date: April 8, 2024