

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: TRANSPORTATION OPERATIONS ASSISTANT****BASIC FUNCTION:**

Under the direction of the an administrator, create, modify and update bus runs, routes and schedules; assist in preparing financial statements for categorical billing and reimbursements; assist with the planning, scheduling and preparation of assigned routes for regular and special education student transportation throughout the school year.

**ESSENTIAL DUTIES:**

- Assist in the creation, modification, and updating bus runs, routes and schedules; confirm addresses, registration and transportation routes; assist with the planning, scheduling and preparation of assigned routes for student transportation.
- Review and verify documentation for student transportation fee exemption based on established guidelines.
- Assist in planning, developing and implementing policies, guidelines and procedures in accordance with District policies and State legal requirements.
- Assist with maintaining and creating budget and financial records and prepare scheduled deposits.
- Provide driver route directions to school bus operations personnel; produce and distribute listings of school bus stops and schedules to school sites.
- Verify and update maps, confirm addresses and boundaries.
- Respond to inquiries from District staff, site administrators and the public relating to school bus routes, schedules and transportation software applications.
- Prepare reports and maintain a variety of files and records.
- Assist with updating the Transportation webpage on the District website.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Principles and practices of student transportation.

Scheduling and routing of student transportation activities.

Basic methods, procedures and terminology used in accounting and fiscal planning.

Basic financial and statistical record-keeping techniques.

Applicable traffic, transportation and special education laws, mandates, codes and regulations.

District organization, operations, regulations, policies and objectives related to position.

Telephone techniques and etiquette.

Inventory control processes and procedures.

Familiarity with industry-standard and online maps.

Participate in District transportation operations and activities involved in the development, maintenance and adjustment of bus routes and schedules to meet student needs.

Perform a variety of clerical accounting duties in support of the transportation department.

Prepare output reports and retrieve user information data.

Interpret and apply policies, procedures and requirements for student transportation.

Serve as a technical resource to parents, staff, drivers and others regarding transportation

services.

Train and provide work direction.

Meet schedules and timelines.

Operate a variety of office equipment, a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain effective working and cooperative relationships with others.

Accurately perform basic mathematical computations.

**EDUCATION AND EXPERIENCE:**

High School diploma or equivalent and three (3) year minimum experience in a transportation office.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Hear and speak to exchange information.

Sit or stand for extended periods of time.

Bend the waist, kneeling or crouching to file materials.

Lift, carry, push and pull objects weighing up to 20 pounds.