

## OFFICE ASSISTANT/BUS DRIVER

### DEFINITION:

Under the supervision of the Administrator -Transportation, performs a variety of general clerical duties in support of an assigned office ; drives a school bus along a designated route as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- x Performs a variety of general clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials related to assigned duties.
- x Drives a school bus along a designated route and provides route coverage as needed; picks up and discharges students in accordance with established time schedules; observes legal and defensive driving practices; assures compliance with applicable traffic and student transportation laws, codes and regulations.
- x Provides invoices for schools and outside vendors according to established procedures; prepares purchase orders as assigned.
- x Serves as receptionist, answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate.
- x Inputs data into an assigned computer system; maintains automated records and reports related to assigned activities; generates computerized lists and reports related to assigned activities as requested.
- x Maintains order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students.
- x Determines appropriate action in emergency situations according to established guidelines; administers first aid to passengers as needed.
- x Maintains buses in a clean and safe operating condition as assigned.
- x Operates a variety of office equipment including a computer and assigned software, copier, calculator and fax machine; drives a bus to conduct work as needed; utilizes two -way radios for bus to bus and bus to base communications.
- x Communicates with personnel, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- x Assists with routing duties as assigned and assists with making route changes as assigned by the position.

### QUALIFICATIONS GUIDE

Knowledge of:

- x Modern office practices, procedures and equipment.
- x Telephone techniques and etiquette.
- x Basic record-keeping and filing techniques.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
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- x Answer telephones and greet the public courteously.
- x Learn department or program objectives, policies, procedures and goals.
- x Operate a variety of office equipment including a computer and assigned software.
- x Understand and follow oral and written directions.
- x Establish and maintain cooperative and effective working relationships with others.
- x Communicate effectively both orally and in writing.
- x Complete work with many interruptions.
- x Perform arithmetic calculations quickly and accurately.
- x Drive a school bus safely and efficiently.
- x Learn and apply policies and procedures related to student discipline on buses.
- x Maintain a safe discipline level