

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Transportation Operations Helper

JOB CODE: 5503

DEPARTMENT: Transportation

PAY GRADE: 13 (B4)

DATE: 7/01/2006

BASIC OBJECTIVES

This is routine transportation work which provides assistance to the Radio Dispatcher, in the general operations of a Transportation Center. The work is performed under the general supervision of the Administrative Assistant.

JOB TASKS/RESPONSIBILITIES

1. Verifies attendance of bus drivers and bus aides, reporting absences to supervisor - in compliance with Transportation Rules and Policies Manual.
2. Assigns spare buses as required and provides keys, gas cards, gas sheets, etc. to bus drivers.
3. Inspects buses for cleanliness and ensures that buses have been serviced.
4. Receives and distributes bus driver's mail, bus keys, bus and radio repair requests, etc.
5. Maintains, updates and posts records of assigned field trips, bus incidents, student "no-shows", etc.
6. Assists Radio Dispatcher with telephone coverage; routes phone calls to appropriate personnel, takes messages and/or responds to inquiries of a routine nature.
7. Contacts schools to inform them of late buses, field trip changes, etc.
8. Maintains records indicating number, type and location of school buses; notes buses that are "down" or being repaired.
9. Assists with a variety of routine transportation operations tasks.
10. Rotating shift work may be required.
11. Performs other related duties as required or assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: sitting, standing, walking, finger dexterity, talking, reaching, twisting, hearing and visual acuity. Work is performed indoors and outdoors.

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MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from High School or an equivalent recognized certificate.
2. Minimum of one (1) year experience in transportation or transportation related field.

OR

Any equivalent combination of acceptable training and experience.

Prior revision date: 01/25/93, 08/25/95, 05/01/97, 06/16/98, 03/02/01

Reclassification to PG 13, effective 07/01/2006, per 2006-2009 AFSCME successor contract