

**(SCHOOL DISTRICT)**  
**POSITION ANALYSIS – TRANSPORTATION SUPPORT TECHNICIAN**

**Job Title:** Transportation Support Technician

**Name:**

**Date:**

**Division/Department/Office:** Business Division: Transportation Department

**Basic Function**

To ensure that safe qualified drivers and assistants work for (School District). This will ensure that safe/reliable transportation occurs. To monitor and implement student bus passes/routing information for accurate counts. To work in the capacity of permanent, substitute driver.

**Supervises**

Drivers, assistants and substitute personnel.

**Major Duties and Responsibilities**

Assists transportation supervision in carrying out all duties and responsibilities pertinent to transportation, but not limited to:

1. Conducts training of all new employees and refresher training when required (both drivers and assistants).
2. Monitors physicals for all CDL drivers within the district.
3. Trains CDL drivers for other departments.
4. Implements and maintains training records for all transportation/CDL employees.
5. Keeps training requirements up to date with current law.
6. Assists with dispatching duties/route assignments using substitute personnel.
7. Performs all duties relative to bus passes/student route assignments/data entry.
8. Monitors/files pre-trips, work orders and other necessary documentation.
9. Handles emergencies.
10. Monitor/maintain substitute work hours.
11. Schedule training classes/coordinate outside training.
12. Keep current with all laws/rules/policies regarding transportation.
13. Train elementary students about buses.
14. Cover for supervision in the absence of.
15. All other duties as assigned.

**Qualifications**

1. Possess a valid CDL license with passenger/air brake endorsement.
2. Five years successful transportation work with two years training experience.
3. Associate degree preferable (waived upon adequate experience).
4. Demonstrate good attendance/appearance/disciplinary record.
5. Demonstrate thorough knowledge of applicable laws/rules/policies.
6. Work to work well with students/parents/employees.
7. Effective communication skills (both verbal and written).

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Prepared by

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Approved

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Reviewed by

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