

**TRANSPORTATION DATA ASSISTANT**

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Class Code: 7906

**TITLE:** Transportation Data Assistant  
Grade 14

**REPORTS TO:** Director Transportation

**SUPERVISES:**

**JOB FUNCTION:** Process transportation route and operation data for input and retrieval.

**DUTIES AND RESPONSIBILITIES:**

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- Prepares computerized routes; prints and distributes them to drivers.
- Maintains accurate information databases of appropriate student information.
- Compile and input data; generate and retrieve reports from computer data base.
- Calculate cost of service data and provide these calculations in the form of invoices to the supervisor for approval.
- Maintains an up-to-date computerized geographic information system covering the school district.
- Using periodic load counts, adjusts routes to provide the best possible service.
- Attends meetings with parents, teachers, and others to determine appropriate transportation services for special needs students.
- Receive and process route and operations data.
- Update route information and maintain accurate route records; remain current concerning routes and area assignments.
- Assist in compiling statistical records.
- Perform clerical support duties as assigned.
- Perform other duties as assigned.
- Maintain regular attendance.

# Transportation Data Assistant

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## **KNOWLEDGE AND ABILITIES:**

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### KNOWLEDGE OF:

- Computers, to include software programs using Windows and Oracle.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques, including operation of computer mouse.
- Working knowledge of the location of schools in the district
- Oral and written communication skills.
- Health and safety regulations.
- Methods and procedures of operating electronic computers and peripheral equipment.

### ABILITY TO:

- Understand and follow oral and written directions.
- Work cooperatively with others.
- Maintain routine records.
- Operate a computer terminal.

## **PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

## **EDUCATION AND EXPERIENCE:**

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- High school diploma and two years clerical experience involving the use of a computer. Ability to obtain a valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Driver Certificate; must pass annual driving record check.

## **LICENSES AND OTHER REQUIREMENTS:**

Must take all required clerical assessments and earn a passing score.

*Original Date: 01/1999*

*Revision Date: 07/2011*

*Revision Date: 07/2012*