



SECTION 6640  
CATEGORY Non-Instructional  
SUB-CATEGORY Transportation Specialist

**QUALIFICATIONS:**

1. Strong computer skills and knowledge of word processing and spreadsheet programs.
2. Ability to interact with students, parents, district personnel, and community members using patience, tact, and courtesy.
3. Sound judgement and decision-making skills.
4. Ability to withstand the demands of early morning hours and all weather conditions is required.
5. Experience in transportation operations preferred.
6. Knowledge of School Transportation laws and procedures is preferred.
7. Valid class B CDL with passenger endorsement and no air brake restrictions preferred.

**REPORTING RESPONSIBILITIES**

The Transportation Specialist reports to the Transportation Coordinator.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Transportation Specialist shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

**JOB GOAL**

The Transportation Specialist assists the Transportation Coordinator with student transportation operations including the preparation of paperwork and reporting for all district student transportation needs. Work hours may be staggered to meet operational demands. Should the Transportation Specialist hold a CDL, he or she may be required to drive district transportation vehicles on an as needed basis.

**TERMS OF EMPLOYMENT**

Twelve-month non-bargaining contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.

**PERSONAL EVALUATION**

The Transportation Specialist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Superintendent, Business Administrator, Assistant Business Administrator, and the Transportation



Coordinator at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **I. General Responsibilities**

1. Prepare the District Report of Transported Students.
2. Maintain accurate daily operations records.
3. Prepare and submit all transportation contracts.
4. Communicate with County and State transportation offices.
5. Direct mechanics and/or tow truck operator to disabled district transportation vehicles or find other assistance for such vehicles.
6. Communicate immediately with the Transportation Coordinator in the event of an accident, incident, or serious problem. In the case of an accident, follow the established accident procedure which includes notifying the Central Office and the school as soon as possible.
7. Process all aid-in-lieu of forms.
8. Prepare driver payroll for Coordinator's approval as follows:
  - a. Communicate and establish pay periods and information submission timelines with the Payroll Department.
  - b. Record completed trip manifests and prepare driver payroll from the trip manifest and other driver work forms.
  - c. Submit required payroll information to the Payroll Department according to the established guidelines.
9. Prepare, record, and track all trip billing.
10. Attend safety, school, discipline, and community meetings as needed and any other meetings as appropriate.

### **II. Other Duties**

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters



while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2019 June 25