

FIELD COORDINATOR

Transportation Department



Purpose:

The Field Coordinator (Safety) enhances the safety of staff and students who ride buses by ensuring the safety of District buses and transportation infrastructure and leading the work of other staff members working in this area.

The Field Coordinator (Training) enhances the safety of staff and students by ensuring the proper training of District bus drivers and their compliance with state regulatory standards, and by leading the work of other staff members in the area. Collectively the work of the Field Coordinators enhance safety for students, staff, and the community.

Definition for use in this Job Description:

"School bus" or "bus" includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Operations Supervisor, Administrator for Transportation

Nature & Scope:

The Field Coordinators perform work of a varied nature under general supervision. The nature of the work requires strict adherence to policies, procedures and regulations. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbents interface with state regulatory personnel, school administrators, staff and colleagues and will at times direct the work of other transportation safety and training staff members. The incumbents do not have supervisory responsibilities, but do assist in the operational management and assist in providing leadership and direction to Transportation staff.

Essential Job Functions:

Field Coordinator (Safety) only.

1. Investigates transportation safety complaints and facilities or equipment deemed hazardous.
2. Evaluates school buses to assure their safe operational condition and compliance with safety regulations and District policy.
3. Conducts periodic safety inspections of bus stops, walkways, parking lots and other transportation infrastructure.
4. Responds to transportation emergencies and assists with accident investigations.
5. Chairs various safety related committees.
6. Coordinates with school personnel to address transportation problems, including providing for any changes to routes, parking, traffic flow and safety measures.

7. Provides behind-the-wheel training to reinforce basic driving skills and ensures compliance with state and District safety standards.
8. Coordinates the work of other District bus safety inspectors and manages their workflow.
9. Organizes state-mandated evacuation drills and annual driver skill exercises.
10. Performs field tests of bus routes for efficiency and accuracy.
11. Assists drivers with student behavioral management techniques.
12. Ensures the functionality and sufficiency of bus safety equipment, including any student adaptive advice such as wheelchairs, tie-downs and lap belts.

Field Coordinator (Training) only.

13. Ensures that District procedures for issuing and renewing Oregon bus driver licenses comply with state regulations.
14. Develops and oversees training program for bus drivers, including methods for ongoing assessment.
15. Recommends changes based on state regulations, changes to law, input from drivers and personal observation.
16. Conducts ride-alongs to evaluate bus routes and driver competency.
17. Ensures District drivers remain current with all state and District requirements, including medical examinations.
18. Maintains records and prepares reports related to the training of school bus drivers.
19. Serves as principal District liaison with state agencies regulating school transportation.
20. Writes and edits the District transportation department newsletter.

Both Field Coordinators.

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Drives scheduled bus routes when necessary.
3. Provides classroom instruction for bus driver licenses and administers road tests.
4. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
5. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
4. Must possess five years' experience as a school bus driver.
5. Must attain and maintain an Oregon Class B Commercial Driver's License with Passenger, Air Brake, and School Bus Endorsement.
6. At the point of hire, must be able to pass the Physical Capacity/Agility Test and must pass the Oregon Department of Transportation (ODOT) physical examination and drug test.
7. Must attain and maintain a First Aid/CPR card.
8. Must obtain and maintain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations, which may be enacted subsequent to the first day of employment.
9. Must demonstrate familiarity with computerized record-keeping and spreadsheets.
10. Must be able to read, understand and follow multi-step written and verbal instructions in English.
11. Must demonstrate strong communication skills, coaching skills, and the ability to deliver training in front of large groups.
12. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
13. Must be able to read, understand and follow multi-step written and verbal instructions in English.
14. Must be able to comply with District and State regulations as they relate to vehicle safety.
15. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
16. Must demonstrate flexibility to changing working environments.
17. Must be able to work with accuracy with attention to detail.
18. Must meet all minimum qualifications for the position of *Bus Driver*.

Required Qualifications, Field Coordinator (Training) only:

19. At the point of hire, must be able to attain and maintain an Oregon Behind-the-Wheel Instructor Certification and Oregon CORE Instructor Certification.
20. Must attain and maintain Third Party Tester Certification from the Department of Motor Vehicles.

Working Conditions:

The Field Coordinators work both indoors and outdoors. The incumbent also engages in their duties work while driving or riding on a bus. The work requires regular moderate physical effort and the occasional lifting of moderately heavy objects with pushing or pulling up to 30 pounds. The incumbents will frequently stand, walk, bend, stoop and kneel in the normal course of their workday and will be exposed to dirt, odors, dust, wetness, exhaust fumes, grease, noisy machinery, vibrations, and toxic agents. Work performed in the field may expose the incumbent

to inclement weather and traffic hazards. While driving a bus, the Field Coordinator will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver*.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.