

TRANSPORTATION LIAISON



Transportation Department

Purpose:

The Transportation Liaison ensures safe and efficient school bus transportation for students eligible for Special Education services.

Definition for use in this Job Description:

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

“Eligible” indicates eligible for Special Education services.

Reports to: Transportation Operations Supervisor; Administrator for Transportation

Indirectly reports to: Transportation Routing Coordinator

Nature & Scope:

The Transportation Liaison performs recurring work of a specific nature under general supervision. The nature of the work requires adherence to policies, procedures, regulations and IDEA. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbent does not have supervisory responsibilities.

Essential Job Functions:

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. Coordinates special education school bus routing for individual students. Provides direction to School Bus Routers in planning and prioritizing transportation requirements.
3. Functions as lead liaison and information link between parents, School Bus Routers, schools, and drivers to ensure the safe and efficient transportation for special education students, including evaluating needs and requirements, explaining policies and procedures, and ensuring that accurate information is communicated to all involved parties.
4. Forecasts summer routes and future academic year routes for eligible students.
5. Responds to parent and school concerns and questions. Evaluates complaints and provides recommended solutions when appropriate.
6. Coordinates and organizes Extended School Year transportation.
7. Works with bus drivers to ensure timely filing of restraint/inclusion incident reports.
8. Recommends route adjustments in response to program needs, student transportation attendance, and parent/school concerns. Communicates with impacted drivers, school personnel, students and families.

9. Enters routing and student data into computerized transportation routing system. Monitors, updates and ensures the accuracy of data that is pertinent to eligible students' transportation; monitors, runs and ensures accuracy of special reports.
10. Enters, monitors, and updates electronic transportation files related to the transportation needs of individual special education students.
11. Enters, monitors, and updates personal files of transported special education students.
12. Recommends equipment for special education students.
13. Assists in the preparation and execution of the route bid process.
14. Drives scheduled bus routes or trips when required.
15. 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.
16. 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 a minimum of three (3) years experience performing duties as a Bus Driver or must possess significant background working directly with a special needs population.
5. Must demonstrate a depth of understanding of Special Education regulations.
6. Within six months of hire, must be able to attain and maintain an Oregon Commercial Drivers' License and Oregon Bus Driver Certification.
7. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
8. Must demonstrate proficiency on industry-specific software as well as general software applications.
9. Must be able to demonstrate aptitude on transportation software within one month of hire.
10. Must be able to read, understand and follow multi-step written and verbal instructions in English.
11. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
12. Must demonstrate ability to maintain composure and act logically under stressful conditions and during periods of emergency.
13. Must demonstrate knowledge of the local geographic area to efficiently route.

14. Must demonstrate flexibility to changing working environments.
15. Must be able to work with accuracy with attention to detail.
16. Must meet all minimum qualifications for the position of *Bus Driver*.

Working Conditions:

The Transportation Liaison works primarily indoors. The incumbent will frequently stand, walk, bend, stoop and kneel in the normal course of their workday and will be exposed to dirt, odors, dust, wetness and exhaust fumes. Work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the Transportation Liaison will be exposed to the working conditions and hazards outlined in the job description for Bus Driver. Must meet required qualifications for the position of a 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.