

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### TRANSPORTATION SPECIALIST

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B license with appropriate bus driver "P" – Passenger and "S" – School Bus endorsements.
- (3) Have at least twelve (12) months experience in transportation operations preferred.
- (4) Florida State Certified CDL Driver Trainer certifications.
- (5) Required to complete a basic course in CPR and First-Aid within the first twelve (12) months.
- (6) Attend and maintain National Crisis-Intervention (NCI), and Crisis Prevention Intervention (CPI) training.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of school bus operations and State traffic laws. Knowledge of FCC radio rules and regulations. Ability to effectively communicate with bus drivers over two-way radio. General knowledge of vehicle mechanical systems.

#### REPORTS TO:

Director of Transportation or designee

#### JOB GOAL

To ensure that the District's transportation system operates in a safe and efficient manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Answer public and school phone calls regarding complaints and provide professional customer service to all clients.
- (2) Retrieve and process bus video footage, run GPS reports, and investigate complaints regarding student discipline and behavior referred by the school administration or bus driver.
- \* (3) Serve as a liaison between the Transportation Department, schools and the community regarding bus routes and scheduling, and driver concerns.
- (4) Resolve concerns and complaints received by parents and school personnel.
- \* (5) Assist in developing and implementing a safety training program for the Transportation Department.
- (6) Train bus driver candidates as needed; this may require flexible working hours depending on the needs of the department.

## **TRANSPORTATION SPECIALIST (Continued)**

- (7) Perform Annual Driver Dexterity and ESE Skills Assessment as needed. Assist drivers with annual CDL Medical Examiner Certifications.
- (8) Maintain records and assist in the management and administration of all extra after school field and activity trips, special programs, etc.
- (9) Backup Transportation Dispatcher as needed.
- (10) Checks the safety of bus routes and stops as required, or as part of the established investigative processes and procedures.
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- (12) Oversees and monitors bus driver performance and mentor drivers for any issues observed regarding student safety, safe bus operations, and provide any retraining as required
- \* (12) Report to the scene and assist with bus accidents and/or other emergency situations, and/or natural disasters as required.
- \* (12) Assists in the collection and compilation process for State reports.
- \*(13) Use positive, effective interpersonal communication skills.
- (14) Drive a school bus when required.
- (15) Attend and assist with annual in-service activities as required.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 4**

**Salary Lane: Support NEZ**

**Approved 06/19/2018**