

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: Transportation Development Coordinator

TYPE: Classified

REPORTS TO: Assistant Superintendent

POSITION SUMMARY:

Under minimal supervision, the Transportation Development Coordinator manages the implementation and compliance of agency policies, system, and procedures as related to the area of transportation. The Transportation Development Coordinator oversees the scheduling, routing, and training of school bus drivers, as well as monitors compliance with federal and state transportation regulations.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Licensure as a behind the wheel instructor for the School Bus Driver Certification program by the State Department of Education.
4. Possession of a valid Oregon Class B commercial driver's license.
5. Possession of or the ability to obtain Third-Party Examiner certification from the Oregon Department of Motor Vehicles.
6. Three years' experience as a Bus Driver, with additional experience as a Driver.
7. Proficient in routing software.

ESSENTIAL FUNCTIONS:

1. Coordinate all functions of the department.
2. Manages daily operations of transportation services and personnel.
3. Coordinates training and professional development support to employees.
4. Collaborates with management team to address all transportation concerns.
5. Complies with federal, state and OCDC regulations.
6. Files appropriate State of Oregon transportation reports in a timely manner.
7. Ensures procedures for proper documentation are followed, as well as vehicle maintenance procedures.
8. Provides information in order to conduct performance evaluation of employees.
9. Sets routing and staff assignments.
10. Creates and maintains files and database systems information in areas of responsibility.
11. Performs record keeping tasks as assigned.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
13. Works independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
14. Operates a computer and views a computer screen for prolonged periods of time.
15. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Transportation Development Coordinator (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. Required to possess a First Aid and/or CPR Card and may serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, depending on position, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I am able to fulfill the essential functions of the above position.

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
R - Rarely	(Less than .5 hr per day)	O - Occasionally	(.5 - 2.5 hrs per day)		
F - Frequently	(2.5 - 5.5 hrs per day)	C - Continually	(5.5 - 8 hrs per day)		
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)					X
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control					X
*Pushing/Pulling Maximum weight: <u>125 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>125 lbs.</u>		X			

* Identify items typically moved: Students, bus door, bus hood, tire chains

Note: Bus Drivers must at all times be able to meet the physical examination requirement as listed in OAR 581-053-006(7).