

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

TRANSPORTATION SPECIALIST I – PROGRAM TRIPS AND SCHOOL BUS  
INSPECTIONS

POSITION: Transportation Specialist I – Program Trips and School Bus Inspections

REPORTS TO: Director of Transportation or designee

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

The primary scope of this Transportation Specialist's duties will be to plan and process all program trips and athletic trips that take place by St. Mary's County Public Schools and to schedule and conduct school bus inspections. This will be accomplished by using the Department of Transportation's current program trip software system and the Motor Vehicle Administration's school bus inspection system. Effective communication between school staff and bus contractors is critical in this position. This position will have additional duties such as assisting with the drug and alcohol testing program, processing bus driver physicals, -communicating and scheduling bus repair items with the Department of Maintenance, assisting with in-service training sessions, and other items that may be assigned.

**ESSENTIAL FUNCTIONS:**

- Computer knowledge and ability to learn new computer programs;
- Ability to use Microsoft Office Products;
- Ability to communicate effectively both orally and in writing; and
- Ability to manage databases.

**DUTIES AND RESPONSIBILITIES:**

Program and Athletic Trips – all aspects:

- Initial review and approval
- Securing a bus/buses for each trip when needed
- Communicating and coordinating with school bus contractors
- Communicating and coordinating with school administration/school staff
- Sending information to fiscal services
- Working with fiscal services to ensure payments are processed
- Ensuring correct documentation in the program trip data base
- Provide reports for the Department as needed

School Bus Inspections:

- Determining dates and the scheduling of school bus
- Communicating and coordinating with school bus contractors
- Conducting the inspections using an iPad and the MVA Bus Inspection System
- Reviewing and addressing bus repairs that need to be completed

Assisting with the Drug and Alcohol Testing Program

- Contacting school bus drivers selected for testing
- Organizing, filing, and securely maintaining drug and alcohol testing records

#### Reviewing DOT Physicals

- Reviewing all DOT physicals submitted yearly by school bus drivers to make sure they are in compliance

#### Board of Education Buses

- Communicate, via the work order system, repairs needed for BOE owned school buses
- Work with BOE employed bus drivers on bus assignments

Other duties as assigned.

#### QUALIFICATIONS:

- A minimum of a high school diploma;
- A minimum of two years of experience with school bus transportation or a related field;
- Certified SMCPs Bus Driver or the ability to become a certified SMCPs Bus Driver within 6 months after hire date to maintain employment;
- Possess the ability to demonstrate excellent interpersonal communication skills;
- Possess extensive knowledge of Department of Transportation policies and procedures;
- Possess competent knowledge of computer hardware and software;
- Ability to use software to plan and process program trips;
- Proficiency in business technology applications (Microsoft suite products – Word, Excel, Power Point); and
- Ability to work independently.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP