

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, 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:

- Ability to professionally relate to and collaborate with staff, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the Department of Transportation policies and procedures and programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

Program and Athletic Trips:

- Plans and processes all program trips and athletic trips that take place by St. Mary's County Public Schools
- Secures a bus/buses for each trip when needed
- Communicates and coordinates with school bus contractors
- Communicates and coordinates with school administration/school staff
- Sends information to fiscal services
- Works with fiscal services to ensure payments are processed
- Ensures correct documentation in the program trip database
- Provides reports for the Department as needed

School Bus Inspections:

- Determines dates and the scheduling of school bus
- Communicates and coordinates with school bus contractors

- Conducts the inspections using and iPad and the MVA Bus Inspection System
- Reviews and addressing bus repairs that need to be completed

Assisting with the Drug and Alcohol Testing Program

- Contacts school bus drivers selected for testing
- Organizes, files, and securely maintains drug and alcohol testing records

Reviewing DOT Physicals

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

Board of Education Buses

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

- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two (2) years experience with school bus transportation or a related field
- Certified SMCPS Bus Driver or must obtain a commercial driver's license, Class B with passenger and air brakes endorsement within six months of employment

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 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Revised: 07.2024

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

TRANSPORTATION SPECIALIST I SPECIAL NEEDS SCHOOL BUS

POSITION: Transportation Specialist I Special Needs School Bus Routing

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 develop and oversee special needs bus routes. This will be accomplished by using the Department of Transportation's current routing software system in conjunction with effective communication between school staff, parents, and bus contractors. In addition, this position will have additional duties such as processing bus driver complaints throughout the school year, and setting up and managing summer program transportation, homeless transportation, and out of county transportation.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Plans effectively and implements special needs bus routes
- Plans and processes all program trips and athletic trips that take place by St. Mary's County Public Schools
- Works with school staff to obtain the necessary information for special needs transportation
- Reviews special needs bus route information to determine bus contractor payments each month
- Provides special needs bus route information for schools and contractors
- Provides assistance to general public with regard to special needs bus route questions
- Produces reports for the Department of Transportation with regard to special needs bus route information
- Produces maps and other data using Department of Transportation computer programs
- Maintains accurate/ up-to-date files on all students transported on special needs school buses
- Processes, researches, and provides information to department supervisors regarding bus driver complaints
- Possesses the ability to demonstrate excellent interpersonal communication skills

- Designs and maintains databases for confidential records and special education transportation
- Sets up and manages summer program transportation, homeless transportation, and out-of-county transportation
- Uses software to assign special needs students to buses each school year
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma/GED
- Two (2) years experience with school bus transportation or a related field

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024