



Columbia County School District Job Description

Position Title: Third Party Tester		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Bus Driver Salary – \$17.04	Pay Type: Non-Exempt	Retirement: None
Contract Work Year: 243 Days a year or as needed		
Reports to: Director of Transportation		

MINIMUM QUALIFICATIONS

Essential Knowledge/Skills: Must have a class B Commercial Driver’s License with P&S Endorsement. Working knowledge of the geographical area of Columbia County and the ability to read maps. Ability to communicate with all transportation personnel (Drivers, Monitors, Aides, Office Staff, Mechanics); school personnel and county office personnel. Ability to communicate with the public in a courteous and professional manner. Experience with management of routes (regular and special education). Ability to pass the Georgia State Patrol Third Party Examiner Training Course (when available). Experience with computer operations. Must be able to pass 4 written examinations on their 1st attempt with an 80n or above as well as been employed by us for a minimum of two years and have a clean driving record.

GOAL

To assist the Director of Transportation with the operations of the transportation department to provide safe, economical and efficient transportation for the students of the Columbia County School District.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Maintain a Class B CDL with P&S Endorsement
- Maintain a DOT safety rating of satisfactory
- Comply with all state, federal and local laws and regulations
- Maintain Examiner Certification
- Ability to communicate with Department of Driver Services personnel
- Schedule all applicants for the CDL test
- Administer road skills tests to individuals who have completed driver training provided by the Columbia County School District Department of Transportation
- Ensure all tests are administered and conducted in accordance with the requirements of the DDS
- Maintain all tests and records relating to the third party testing program
- Comply with all examinations, inspections and audits
- Communicate with DOT staff (Bus Managers, Assistant Director of Transportation, Director of Transportation) with updates on test dates, retest dates and results
- Assist with performing other duties as assigned by the Director of Transportation, Associate Superintendent of Superintendent of Schools

IMPORTANT NOTES

ESSENTIAL DUTIES
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2018