

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

TRANSPORTATION SPECIALIST

QUALIFICATIONS:

- (1) Associate's or higher degree
- (2) Three (3) years of experience in a related transportation field.
- (3) Commercial Driver's License (CDL)

OR

- (4) High School Diploma
- (5) At least six (6) years of successful experience utilizing appropriate transportation skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of computer applications as related to specific job functions, applicable laws, rules, policies, and procedures. Skilled in problem solving, human interaction and conflict management. Ability to work cooperatively and with a variety of personnel and the public, and the ability to use a two-way radio.

REPORTS TO:

Transportation Manager

JOB GOAL

To provide safe and efficient transportation to all Jackson County Students.
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SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Have a working knowledge and understanding of basic school bus scheduling procedures.
- (2) Have extensive knowledge of all areas of Jackson County.
- (3) Prepare, distribute and monitor bus routes (including stops, time of pick-up and delivery at each stop) for all buses.
- (4) Work with Exceptional Student Education staff to locate and place exceptional students need transportation services.
- (5) Have a basic understanding of the various exceptionalities of exceptional students needing transportation.
- (6) Adjust routes and busloads as needed.
- (7) Maintain up-to-date route files on all buses.
- (8) Work with Supervisor and School Administrators to investigate complaints from parents, the public, and others regarding the placement of school bus routes, stops, and the failure of drivers to maintain uniform and punctual schedules.

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- (9) Have the ability to communicate with the public, school bus drivers, and other members of the Transportation Services Department staff in a manner that promotes maximum rapport.
- (10) Exercise maximum regard of the safety, welfare, emotional and educational needs, and physical/mental limitations of exceptional student's in the design of bus routes.
- (11) Make a systematic evaluation of established schedules to ensure adherence to regulations and policy.
- (12) Supervise and evaluate drivers and monitors in assigned area.
- (13) Assist with Florida Education Finance Program Transportation reporting and other state and local reports.
- (14) Conduct pre-employment screening and training of prospective school bus drivers when requested.
- (15) Process records on new employees.
- (16) Assist with the in-service training of school bus drivers.
- (17) Assist with accident investigations and related record keeping.
- (18) Assist with scheduling and recording of driver substitutions, spare bus assignments, and reporting of bus breakdowns.
- (19) Assist with driver assignments for extra-curricular field trips.
- (20) Assist with recommending employment, reappointment, evaluation and termination of school bus drivers and bus monitors.
- (21) Assist with routine office communications.
- (22) Coordinate and dispatch bus maintenance requests.
- (23) Inspect buses for cleanliness and required paperwork.
- (24) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate action.
- (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (26) Serve as substitute driver or monitor.
- (27) Maintain a valid Florida Commercial Drivers License, Class B, with Passenger Endorsement and Bus "S" Endorsement.
- (28) Perform other duties as assigned by the Supervisor.

PHYSICAL REQUIREMENTS:

Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of frequently, and/or up to 10 pounds of force constantly to move objects.
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WORKING CONDITIONS

Outdoors	The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
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Indoors	The worker is subject to inside environmental conditions. There is
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TRANSPORTATION SPECIALIST (Continued)

	protection from weather conditions but not necessarily from temperature changes.
Indoors/Outdoors	The worker is subject to both environmental conditions. Activities occur both inside and outside.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
None	The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT:

Salary	Other District Support Staff Schedule District-Wide Specialist Pay Grade 1-6 Months-12 Days-256
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EVALUATION:

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