

**Central Valley School District
Job Description #205**

TITLE Transportation Specialist

GENERAL SUMMARY

The Transportation Specialist is responsible for daily operations and training activities. Duties include driver training, scheduling, and other duties as directed.

ESSENTIAL JOB FUNCTIONS

1. Conduct and administer training programs and inservices for school bus drivers, special needs transportation assistants, and Traffic Safety Training (TST) programs which meet or exceed established standards and insure all employees competency under the direction of the Supervisor of Transportation.
2. Maintain all training records for bus drivers, transportation assistants, and TST employees.
3. Procure and review driving abstracts from the Department of Licensing prior to requesting initial issue or renewal of a continuing driving certificate. Report to the Supervisor of Transportation those persons whose abstracts reveal convictions or forfeitures for violations not acceptable in accordance with WAC 180-20 or Central Valley District Policy 8121 (TST).
4. Assist in insuring that all authorized school bus drivers have a current first aid card, appropriate driver's license with the required endorsements and a current Department of Transportation (DOT) physical. Insure that all transportation assistants have a current first aid card.
5. Perform Safety Audits/Skill Assessment of school bus drivers and transportation assistants as to their job performance as directed by the Supervisor of Transportation.
6. Draft memos, letters and other correspondence related to safety, training, and TST as directed by the Supervisor.
7. Serve as an active member on committees representing the Transportation Department at the direction of the Supervisor of Transportation.
8. Promote safety programs in the school district such as the School Bus Safety Poster Contest.
9. Schedule and monitor regular emergency exit drills and report the performance to the Supervisor of Transportation.
10. Assist in scheduling, coordinating and dispatching all trips as directed by the Supervisor of Transportation.
11. Assist in performing routing and dispatch functions as needed.
12. Assist in providing bus information as appropriate to the news media, staff, parents, and students. Keep building officials informed of significant changes related to student safety and other transportation issues.
13. Respond to accident/emergency situations that require knowledge of Federal Drug laws and correct investigative protocol of a school bus accident scene at the direction or in the absence of the Transportation Supervisor. Assist the Supervisor of Transportation in the investigation for Central Valley School District and the State of Washington.
14. Drive school buses as necessary.
15. Administer student bus riding infractions as prescribed in Policy. Identify training needs to assure driver success with student management.
16. Perform other duties as required by the Supervisor of Transportation.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires visual concentration and precision; exposed to road and traffic hazards; required to ride buses with novice drivers; occasionally required to be accessible during off-hours to return to emergencies. Shifting and clutching of heavy buses requires strong physical condition. Adhere to all district health and safety policies, including all precautions of the HBV/HIV Bloodborne Pathogens Exposure control Plan. Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer. Exposure to high noise levels from two-way radios and phones.

QUALIFICATIONS:

1. Washington State driver's license with CDL Class B/P endorsements.
2. Washington State Certified Driver Trainer.
3. Current Washington State school bus driver's certificate with a minimum of 5 years bus driving experience.
4. Computer skills required including standard district software and familiarity with routing software.
5. Completion of CWU Pupil transportation Management Program preferred.
6. Ability to work effectively under pressure.
7. Demonstrated aptitude or competence for assigned responsibilities.
8. Ability to establish and maintain productive working relationships with administration, staff and public.

UNIT AFFILIATION

PSE

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 9/94

Revised 1/97

Revised 04/04