



Dist Crd 1 PT / Transportation

Purpose Statement

The job of Dist Crd 1 PT / Transportation is done for the purpose/s of .

Essential Functions

Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Conducts regular inspections for the purpose of ensuring work quality, performance, safety, and production, and assuring that staff performance is meeting established standards and expectations.

Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.

Directs Transportation Department personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, achieving department/program outcomes, and complying with district policies, procedures, and guidelines.

Directs department operations for the purpose of providing quality transportation services, ensuring student safety, complying with local state and federal guidelines, and increasing customer satisfaction.

Establishes guidelines and expectations for office staff (e.g. secretary, route coordinator, driver training instructor, etc.) for the purpose of collecting, preparing, tracking, and disseminating data using established district electronic procedures and programs.

Maintains required electronic and print personnel records (e.g. demographics, licensing, clearances, medical exams, vacation, sick leave, PTO, etc.) for the purpose of meeting regulatory requirements and complying with district policies and procedures.

Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of electronic and print materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Procures supplies (e.g. fuel, oil, shop supplies, etc.) for the purpose of ensuring availability of required items for transportation department.

Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.

Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Responds to emergencies, including after hours situations, for the purpose of addressing immediate safety concerns.

Supervises department personnel (e.g. hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner and complies with district personnel policies and procedures.

Uses established district electronic data systems (e.g. Edulog, IFAS, Powerschool, etc.) for the purpose of completing departmental tasks and district assignments in an efficient and effective manner and in compliance with established district, state, and federal policies and procedures.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service effective listening facilitating meetings guiding others interpersonal aptitude leadership managing staff/performance monitoring activities office practices personnel administration planning problem solving recordkeeping supervision use of technology.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies community resources current and emerging technology english grammar/punctuation/ spelling/vocabulary office equipment/software office practices safety practices bookkeeping/accounting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility communication with persons of diverse backgrounds/knowledge/skills confidentiality dealing with frequent interruptions decision making detail oriented leadership and direction motivating others multi-tasking organizing prioritization reliability taking initiative teamwork.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing a department; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum 3 years in transportation and management related position.

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

CPR/First Aid Certificate Valid Driver's License &

Evidence of Insurability

Continuing Educ. / Training

Update knowledge of policies, requirements, and procedures in as needed to comply with Federal, State, and Local statutes, policies, etc.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade