Job Title: Transportation Specialist

Job Summary: Under the direction and supervision of the Director of Transportation or designee, the Transportation Specialist will coordinate the transportation of students to and from school and related school district sponsored activities. The Transportation Specialist will perform a variety of tasks to ensure the smooth, accurate, and efficient operation of the Transportation Department.

Essential Job Functions: This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Respond to the public in a cordial, courteous manner; answer telephones, relay messages, and coordinate operation of the transportation office.
- Develop, prepare and maintain all routes using computerized routing systems in the safest, most efficient manner.
- Accurately and neatly complete all correspondence and a variety of other materials such as letters and memos. Prepare reports and other vital information such as citations and daily logs.
- Brief drivers on special requirements, road conditions, routing, and all out-of-the-ordinary conditions.
- Prepare and provide updates to route books.
- Prepare monthly timesheets for payroll, ensure staff provide absence forms in a timely manner, track leave balances and extra trip time.
- Process approved in-lieu of contracts and Type 2 certifications.
- Prepare requisitions and monitor purchases to ensure proper & timely payment. Reconcile credit card statements monthly and submit to accounting.
- Process completed field trips for proper billing to district accounts and transportation payroll.
- Assist with a variety of required documentation on training files.
- Secure and assign qualified substitute school bus drivers as needed. Instructs substitute drivers on routing, schedules, and other factors relative to satisfactory completion of assignment.
- Maintain, post, and assign extracurricular trips, buses, and substitute drivers.
- Maintain a work environment designed to promote positive public relations and support for the district transportation program.
- Advise building officials of route changes, bus changes, late arrivals, departures, etc.
- Advise, on request, any interested person information concerning route, stops, schedules, loads, rules and regulations, and other facts which may be appropriate.
- Perform school bus driver responsibilities and duties as required on an emergency basis.
- Create and distribute schedules for alternate school schedules such as early release.
- Review and distribute health plans provided by schools as they are received.
- Coordinate safety committee meetings for the department and keep the minutes for those meetings.
- Prepare and help maintain all appropriate transportation department files and records.
- Keep accurate records of equipment assigned for student use, and various permission forms to accommodate student needs.
Classified Job Description #611

- Carries out other job-related duties as assigned by the Transportation Director or designee.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Ability to organize, set priorities, meet deadlines, make sound decisions, attention to detail, and follow through on a variety of assigned tasks.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all district policies and applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

**Desired Skills:**
- Preference for a strong background in K-12 school bus and secretarial experience.
- Proficient in the use of Microsoft Office and the ability to learn new software programs.
- Accurately operate 10-key by touch and type 60 wpm.
- Ability to lift objects weighing up to 50lbs.
- Ability to read road and street maps.
- Ability to operate mobile communication systems.
- Integrates technology into planning, learning, and record-keeping activities.
- Demonstrates excellence in clerical skills, including accurate filing, proofreading, grammar, spelling, punctuation, arranging letter format, etc.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.
- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Set and attain a high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.
Minimum Qualifications:
- Must pass DOT drug screening as required by law and may be required to undergo school bus driver medical examination.
- Must successfully pass the Department of Transportation physical capabilities test.
- Possess or become eligible for a valid driver’s license, including a Commercial Driver’s License Class B with passenger, school bus or air brake endorsements and a valid Washington State School Bus Operator’s Authorization.
- Minimum age of 21 years old.
- High School diploma or equivalent (documentation required at time of application).
- Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required training within thirty (30) calendar days from hire date with the exception of CDL training which could go beyond thirty (30) calendar days.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Transportation Specialist shall be evaluated periodically by the Director of Transportation or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

Classification History:
Job description developed: June 2016 bmr
Job description revised: May 2020 lme