

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

TRANSPORTATION SPECIALIST

JOB SUMMARY

To provide assistance in the development and management of a safe and efficient transportation system.

Employees may be transferred or reassigned to other Transportation Specialist positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Transportation Support classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent; any combination of education, training, and experience, which provides the required knowledge, abilities, and skills to perform job functions.

Allowable Substitutions

None

Required Knowledge, Skills, and Abilities

Ability to efficiently operate a computerized transportation program. Demonstrated skills in verbal/written communication and reading. Knowledge of good safety practices for the position. Ability to carry out assigned duties with minimal supervision. Ability to build and maintain effective interpersonal relationships with fellow workers, other staff, and members of the public. Good organizational skills, commitment to excellence, and high degree of flexibility for changes in assignments or situations. Competencies in the operation of general office equipment. Evidence of competent mechanical abilities and knowledge of use of emergency equipment. Ability to maintain confidentiality of information. Ability to use general office equipment.

Licenses/Special Requirements

Federal /State criminal history background clearances and any other mandated clearances. Valid Washington State driver's license. Evidence of excellent driving record as evidenced on official driver's abstract; successfully meeting all requirements of WAC Chapter 392-144 (drug, disclosure, fingerprinting). Current First Aid card and ability to perform First Aid and CPR. Washington State School Bus Driver credentials and Class B CDL endorsed A, S & P. Washington State School Bus Driver Trainer credentials. Currently hold or have the ability to obtain all other certificates, licenses, endorsements, and permits required by state and local authorities for the position.

ESSENTIAL FUNCTIONS:

Depending upon the individual, the Transportation Specialist performs all or a combination of several of the following duties:

1. Helps develop and manage the transportation program to meet all of the requirements for student instructional and extracurricular activities.
2. Assists with the development of all bus routes and schedules for schools.
3. Assists with the assignment of regular scheduled runs and extra trips as appropriate.
4. Operates a computerized routing system to provide assistance with all basic education and special education school bus stops and routes.
5. Executes radio dispatch and monitoring for all district vehicles.
6. Serves as liaison with parents and school principals regarding complaints and special requests, taking an active role in resolving student discipline problems.
7. Works with school principals and others responsible for planning special school trips for best usage of resources.
8. Prepares and submits transportation reports as required.
9. Prepares and submits all extra time sheets for drivers and substitute drivers including fieldtrips.
10. Secures and assigns substitute bus drivers as needed for regular bus routes and fieldtrips.
11. Trains and retrains all bus drivers as necessary (including pre-service and in-service training).

12. Provides district-required training for employees operating non-bus vehicles to transport students to/from approved school activities.
13. Provides initial and periodic training for employees who operate non-bus school vehicles as part of their work assignments.
14. Provides emergency exit drills for all K-5 students near the beginning of each school year.
15. Serves as a substitute driver as needed.
16. Serves as member of Transportation Team of the District; maintains effective working relationships with students, staff, and vendors.
17. Performs related duties as required.

CONDITIONS

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

MENTAL DEMANDS

Requires performing average or above average proficiency in reading, writing, mathematics, communication, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read and understand the operation, safety and health standards, and procedures; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is routine and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, negotiation, conflict resolution, and customer service skills to deal effectively and appropriately with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor, lifting/carrying objects weight up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may occasionally work outdoors in inclement weather. Physically able to maneuver and control a school bus under all driving conditions; able to use all hand/or foot operated controls and equipment found on school buses; able to perform daily routine school bus vehicle safety inspections and necessary emergency roadside services; clean interior and exterior of bus; installation of fuel, oil and coolant; installation of snow chains if necessary; have sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus, assist the ill or physically impaired; able to perform basic first aid, which may include CPR, may be exposed to infectious diseases; may be required to restrain out-of-control students.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Aaron Jacoby, Director of Special Services, at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.