



REVISED: Submitted:
06/08/2022 06/07/2022

JOB TITLE:	SPECIALIST TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8292
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and coordinates District transportation objectives for all students identified as transported by pupil attendance records. Supervises and manages transportation services. Provides communication with parents, community representatives and general public.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Manages and supervises the day-to-day operations of pupil transportation services
- Approves transportation routes and bus stops in cooperation with school staffs and Area Coordinators
- Responsible for the administration and supervision of all aspects of assigned area compound operations
- Resolves transportation issues with parents, public, and District administrators
- Provides effective communication with parents, students, community organizations, news media and District personnel
- Manages, supervises and evaluates assigned staff
- Prepares budget proposals and monitors expenditures
- Responsible for reports, projections, and planning in all aspects of transportation services
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Three (3) years of supervisory experience
- Three (3) years of experience in public transportation activities, supply chain or logistics
- Demonstrated ability in working with school staffs and the public
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Bachelor's degree
- Knowledge of school system policies and procedures

Knowledge of federal, state and District Pupil Transportation guidelines

Experience in a diverse workplace