



Job Description

Job Title: Transportation Specialist

Wage/Hour Status: Non Exempt (226days)

Reports to: Director of Transportation

Campus: District Wide

PRIMARY PURPOSE:

Oversee bus driver safety training program consistent with district policies and procedures and applicable state, federal, and local laws. Coordinate, plan, and schedule training and retraining of all district bus drivers and attendants. Operate radio, telephone, and computer equipment to receive requests for services or assistance and dispatch workers appropriately. Record absentee calls and assign substitutes. Assign and bill field trips as necessary. All other duties as assigned by the Director.

QUALIFICATIONS:

Education/Certification:

Valid Texas commercial driver's license
High School Diploma
TEA School Bus Certification (within 90 days of employment)
TAPT Transportation Specialist Certification (preferred)

Special Knowledge/Skills:

Must be 18 years of age
Ability to pass alcohol and drug test
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to communicate effectively
Knowledge of student discipline procedure
Ability to manage student behavior
Ability to operate bus

Experience:

Minimum of three years of experience as a certified school bus driver

Major Responsibilities and Duties:

1. Receive and record driver and attendant absence calls.
2. Assign substitute drivers and attendants to route and position vacancies.
3. Answer, record, and route internal and external telephone calls.
4. Monitor and respond to two-way radio communications.
5. Monitor, record, and respond appropriately to emergency calls and situations.
6. Monitor and assist field trip coordinators with field trip selection.
7. Monitor, post, and/or assign emergency/unassigned field trips.
8. Record, copy, file, and distribute route information, instructions, bulletins, notices, memos, and messages to staff and drivers.
9. Maintain all required physical and computerized logs, worksheets, files, and reports related to dispatch operations.
10. Perform bus driving duties when required.
11. Coordinate and schedule all bus driver and attendant training including state required bus driver safety certification and recertification training.
12. Maintain training databases.
13. Research, compile, and distribute new laws, procedures, and safety information relative to pupil transportation to bus drivers and attendants.
14. Develop and revise training program materials including but not limited to bus driver safety handbooks, and forms.
15. Serve on the Accident Review Board Committee.

16. Maintain records and files and prepare reports relative to training bus drivers, including state required training certificates, accident review board committee reports, and annual training mileage reports.
17. Supervise and evaluate all driver/attendant trainers.
18. Make sound recommendations relative to personnel, placement, transfer, retention, and dismissal.
19. Perform other duties as assigned.

Supervisory Responsibilities:

Monitor and direct the work of bus drivers and attendants.

Equipment Used:

Radio communication equipment, multi-line telephone system, computer, intercom system, pager, copier, paper shredder, School bus and related equipment including but not limited to wheel chair lift or ramp, locks, passenger restraints and car seats, and special adaptive equipment, flares, reflective signs, and fire extinguisher.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control. Clear speech. Continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside; moderate exposure to noise, extreme temperatures, and vehicle fumes.

Number of Work Days:

226

Rate of Pay:

Based on experience

Deadline for Submitting Application:

August 1st, 2017

All job applications may be accessed from the Bellville Independent School District website at www.bellvilleisd.org. Only online applications will be accepted for all job openings. For more information concerning job applications, please contact Cody Cox, at Bellville ISD Transportation Dept. 1043 E. Hacienda Bellville, TX 77418. (Phone: 979/865-3673) (Fax: 979/865-7097). Title IX Coordinator – Mike Coker, Superintendent.