

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/15	TRANSPORTATION FIELD COORDINATOR	
Effective Date	Job Title	Index

PURPOSE

To improve student achievement through the coordination of transportation activities associated with student safety, department success, driver communication, operational efficiency, district and community relations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision and assists in evaluation with designated personnel.

ESSENTIAL FUNCTIONS OF THE JOB: May include, but are not limited to the following;

Student Safety:

Communicating and building relationships with parents and other District staff in order to effectively resolve student conduct issues in compliance with federal, state, and District rules.

Planning and coordinating activities associated with bus rider educational programs and safety activities.

Investigating and resolving issues regarding bus stops, student-crossing zones, and hazardous walk areas.

Coordinating and assisting in the training of school crossing guards.

Driver Development & Success:

Assisting bus drivers through peer mentoring, coaching, and counseling. Advancing successful student management relationships, communication techniques and skills in dealing with students and staff.

Providing evaluation and assessment of school bus drivers on routes. Observe bus stops, school zones, driving routine, student management, and other practices to ensure compliance with state and department requirements.

Transportation Field Coordinator (continued)

Assisting in the coordination of transportation training programs in compliance with Oregon Department of Education school bus driver certification requirements and department needs. Assists in monitoring certification and driving records to assist drivers with timely compliance.

Assisting operations manager in maintaining cadre of potential school bus drivers, including interviews, reference and background checks, monitoring physical exams and guidance through the process of obtaining a CDL & Oregon School Bus Certificate.

Operational Efficiency:

Recommending bus routes and scheduling revisions for student demographics, safety, bus capacity, time conflicts and valid requests. Verifying rider eligibility and safe walk zones.

Assisting management in special projects and programs. Researching and developing preliminary analysis and recommendations.

District & Community Relations:

Attending IEP meetings as a representative of the Transportation Department as needed. Working with occupational and behavioral therapists, district staff, and medical professionals to ensure a safe climate for student transportation related issues.

Establishing and maintaining effective communication and working relationships with District personnel, parents, students, school groups, governmental, business and civic community members.

Participating and representing the District and/or Transportation Department on committees and task forces; provides technical assistance as necessary.

Conducting investigation of vehicular accidents, job injuries, and student injuries. Preparing reports and making recommendations; investigating and responding to complaints to improve safety and assist in driver success. Developing reports for ODE and Risk management.

Preparing correspondence, reports, and necessary supporting documentation as required.

Training crossing guards in accordance with District procedures.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Public and human relations and management principles

Oregon laws and district policies applicable to the operation of pupil transportation

CDL compliance and drug and alcohol testing

Safe driving and general safety practices related to motor vehicles

Operating characteristics of a variety of pupil transportation vehicles

Salem-Keizer Public Schools
Transportation Field Coordinator (continued)

General office practices, record keeping, oral presentations, and report writing

Ability to:

Build and maintain cooperative relationships with other employees, students, and general public

Communicate clearly and concisely in English, both orally and in writing

Multi-task with the ability to adapt quickly to changing situations

Plan, organize, and schedule personal and team work effectively

Screen and recommend team members for transportation positions

Problem solve and mediate conflict

Conduct individual and group interviewing sessions

Model and execute proper safe driving skills in large and small capacity vehicles

Learn geographies and demographics as related to Salem-Keizer Public Schools

Apply various mathematical functions to prepare statistical information, driver time sheets, student load formulas, mileage calculations, and to determine geometric causes and effect for vehicle collisions, etc.

Operate a computer and software programs

Maintain a flexible work schedule. May be required to be on-call for emergency situations

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in pupil transportation industry. One year in a lead role, preferred. Associate's degree or greater and/or associated management or lead experiences in business and industry may be substituted year for year. One year in the pupil transportation industry required.

Training:

Associate's degree or equivalent training in public or business administration, human resources, management, or related fields. Four years in pupil transportation and one year in lead role may be substituted.

Maintain appropriate training levels in Drug and Alcohol awareness in compliance with Commercial Drivers License requirements. Familiarity with IDEA, Section 504, ADA, Sexual Harassment Prevention guidelines, No Child Left Behind, FMVSS, OSHA, etc. as they apply to the school bus industry.

Licensure Requirements:

Possession of, or the ability to obtain, a valid Class B Oregon's Commercial driver's license with applicable endorsements.

Possession of or the ability to obtain Oregon School Bus Driver Trainer certification within three years of hire.

Possession of or the ability to obtain Third-Party Examiner certification from the Oregon Department of Motor Vehicles desirable.

Work Environment:

Variety of office settings, outside bus lots and riding/driving on school bus with exposure to heat, cold, vibration, chemicals and mechanical hazards. Exposure to noise levels ranging from moderate to very loud on buses. Travel driving various school buses in traffic and in various road and weather conditions.

High level of contact with district personnel and moderate level of contact with outside agencies/community.

Physical Requirements:

Frequent talking, hearing and reaching. Frequent walking, climbing, stooping, kneeling, crouching and crawling. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and over two-way radio or telephone.

Strength: Medium/heavy – Exert force to 50-75 lbs. occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Transportation Field Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____