

## **Vail School District Job Description**

**Job Title:** TRANSPORTATION SPECIALIST

**Department:** Transportation

**Reports To:** Assistant Director of Transportation

**FLSA Status:** Non-exempt

**Level:** 13

**Approved Date:** September 12, 2017

**SUMMARY:** Under the direction of the Assistant Director of Transportation, this position provides student discipline and accident investigation support to the Transportation Department. Serves as a liaison between the Transportation Department, school sites, parents, and other appropriate groups or individuals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participates with transportation staff, school administrators, parents, and other appropriate groups or individuals in an effort to resolve or prevent misconduct and unsafe conditions, which involve the transportation department.
- Reviews, assigns and follow up on appropriate student consequences for negative behavior following point system guidelines.
- Collaborates with transportation staff and other appropriate groups or individuals regarding resources and strategies to support positive student behavior interactions.
- Observes interactions between staff and students and refers areas for improvement, along with recommendations, to transportation supervisors.
- Conduct accident or incidents investigations as a result of district students being transported on district transportation vehicles. Investigation may include reviewing bus video; speaking with employees and students; conferring with transportation supervisors and principals or other appropriate groups or individuals; and preparing written reports.
- Keeps detailed documentation of student behavior incidents. Enters, maintains, and updates student disciplinary/incident records.
- Provides timely updates on disciplinary actions to Assistant Director of Transportation.
- Identifies and shares effective strategies and essential information related to student behavior and/or accident investigations with staff.
- Maintains confidentiality with regards to all student files and issues.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

### **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED).
- Minimum two years experience as a school bus driver.
- Three or more years experience as a school bus driver, behavior specialist, or other work-related role supervising and redirecting school-age children.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Facilities & Transportation.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must obtain and maintain a valid fingerprint clearance card. Proof of valid Arizona driver's license and current automobile insurance are required.

CDL preferred, must meet school bus driver certification requirements.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to respond to inquiries or complaints from student riders, parents, administrators, or members of the community.
- Ability to effectively present information to district staff, administration, parents, and members of the community.
- Ability to manage difficult or emotional student or customer situations.
- Identifies and resolves problems in a timely manner; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.
- Professional demeanor with strong ethical standards and ability to adapt to change.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to write routine reports and correspondence. Ability to speak effectively to district employees, parents and community members. Listens and clarifies; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

### **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process.

Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Will include working outside in all types of weather. The noise level in the work environment is usually moderate.

### **TRAVEL**

This position requires the employee to be able to travel efficiently between the Transportation office and district sites. Infrequent travel within the local or regional area.