

Vail School District Job Description

Job Title: Transportation Router/Driver Trainer

Department: Transportation

Reports To: Transportation Supervisor

Status: Classified

Level: Level 13

FLSA Status: Non-exempt

Approved: October 11, 2011

SUMMARY: Ensure efficient use of district vehicles to meet the transportation needs of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Evaluates transportation needs and recommends changes or alterations of routes to supervisors.

Informs drivers, schools, and parents of new routes.

Ensures district vehicles are available for Special Needs students as specified in IEPs.

Develops new school bus routes.

Scheduling routes and drivers for those routes and field trips.

Maintain route program.

Maintain mileage logs.

Maintain bus driver's time cards.

Assist with dispatch duties.

Trains new drivers and recertifies current drivers.

Maintains video tapes from bus cameras.

Contact parents concerning student discipline problems on the bus.

Drive a bus when needed.

Establishes times for routes and individual stops.

Operates and inputs route information into automated system.

Publishes route information and times.

SUPERVISORY RESPONSIBILITIES

May assume the duties of the Transportation Supervisor, as assigned.

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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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

Must have current or previous bus driving experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current First Aid and CPR certificates.

Current Arizona Driver's License.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.