BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Bus/Van Specialist

QUALIFICATIONS:

A. A Bus/Van Specialist must have the following:
    a. Hold and maintain valid PA Commercial Driver's License with proper endorsements, to include Passenger (P), School Bus (S), and Air Brake (L).
    b. Hold, obtain, and maintain current, valid Red Cross First Aid Course and CPR Certificate.
    c. Pass the Commonwealth of Pennsylvania's school bus driver's physical examination.
B. Ability to follow turn-by-turn directions.
C. Ability to determine a correct route without the assistance of turn-by-turn directions.
D. Ability to utilize a map book and/or GPS technology to drive any route or trip in unfamiliar territory.
E. A general understanding of Berks County school districts and locations of non-public schools and BCIU program centers.
F. Negative drug/alcohol screenings.
G. High School Diploma and/or G.E.D preferred.
H. Recognize and respect confidentiality of information.
I. Ability to work in harmony with students, parents, maintenance personnel, drivers, assistants, and school officials.
J. Capability to deal with physical and behavioral characteristics of all students including students with disabilities.
K. Ability to work a flexible schedule.
L. Demonstrated ability to communicate effectively with staff, students, and families.
M. Must be at least twenty-one (21) years of age.
N. Must have three (3) years of school bus driving experience within the Commonwealth of Pennsylvania.
O. Fulfill requirements as set forth by the U.S. Department of Transportation, inclusive of clearance for the BCIU to conduct an annual query of the Federal Motor Carrier Safety Association Commercial Driver's License Drug and Alcohol Clearinghouse.
P. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO: Assistant Program Administrator - Transportation

POSITION GOAL: Provide support to the Transportation Program by driving any of the BCIU's vehicles in any district or program and render safe, timely, and cost-efficient transportation services to the schools served by the Berks County Intermediate Unit.

PERFORMANCE RESPONSIBILITIES:
The essential functions of this position include, but are not limited to, the following fundamental duties:

A. Report to the supervisor and/or his/her designee on each work day at designated times, as directed by the program, to be dispatched on a route, a trip, or to standby.
B. Safely operate all types and sizes of BCIU vehicles as required by IU procedures, federal, state, and local laws and ordinances.

C. Inspect the vehicle at the end of each run to ensure no children are left on the vehicle.
D. Complete and document the pre-trip and post-trip inspection.
E. Document and notify supervisor, of unusual student behavior and/or concern about a child's welfare, unless otherwise instructed.
F. Maintain approved time schedule using only Transportation Office established routes and designated stops and accurately record actual hours worked on timesheets.
G. Provide maximum safety for students while on the vehicle and when loading and unloading.
H. Complete all reports as required by policy, federal, state, and local laws and procedures of the Transportation Department.
I. Complete and attend all in-services, meetings, conferences, instructional sessions, tests, and examinations as required by state and local laws or as requested by the Program Administrator and/or his/her designee.
J. Submit all forms required for vehicle servicing and inspections when required.
K. Properly use the GPS device, audio/video camera system, and two-way radio communication provided on vehicle.
L. Effectively communicate with the office when changes or abnormal situations occur on assigned run.
M. When applicable, ensure the safe operation of the wheel chair lift.
N. Sweep and clean the inside the vehicle.
O. Perform other job-related duties as required or assigned by the Supervisor, Transportation and/or BCIU Administration, and/or designee.

POSITION SPECIFICATIONS:

A. Physical Demands
Sitting in driver's seat for extended periods
Standing for limited periods of time
Frequent bending, stooping, twisting, reaching, grasping using both hands to secure wheel chairs to bus floor, connect, disconnect
Some heavy lifting - up to 35 pounds
Frequent carrying - up to 35 pounds
Sometimes help move child if seizure occurs
Help load and unload disabled children and sometimes lift, handle wheelchairs, devices if applicable
Physical stamina to be exposed to all weather conditions
Operate a mechanical lift device for severely disabled students

B. Sensory Abilities
Visual acuity to read correspondence
Auditory acuity to be able to use telephone and relate to students, parents, teachers
Ability to hear/speak and operate bus communication device
Ability to speak clearly and distinctly

C. Work Environment
Inside the bus, sedentary except for aiding disabled students
Some outside exposure in loading and unloading students

D. Temperament
Ability to work as a member of a team
Must be courteous and able to deal effectively with people, especially students, parents and teachers
Must be cooperative, congenial, service-oriented, and caring
Ability to work in a stressful environment in which occupant safety is the highest priority

E. Cognitive Ability
Ability to follow written and verbal directions

Ability to complete assigned tasks with minimal supervision
Ability to read, write and do simple computation
Ability to use correct grammar, sentence structure and spelling
Ability to compose clear, concise sentences and paragraphs
Ability to organize operational setting to efficiently accomplish tasks
Ability to work independently and make work-related decisions
Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively

F. Specific Skills
Ability to operate vehicle and its equipment efficiently and safely
Ability to write operating reports accurately
Ability to appropriately handle confidential information

G. Comments
Position holder must have a caring, friendly, helpful personality
Position holder must operate his vehicle and its equipment in such a manner as to deliver disabled students safely, per the requirements set by the state, the BCIU, and to support the needs of the teachers, parents, and students

TERM OF EMPLOYMENT:

Non-Exempt, Part-time, Five (5) hours/day, Twelve months (240 days)/year. Hourly rate established by the Intermediate Unit Board of Directors per the Transportation Compensation and Benefits Package.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

August 10, 2021

CC: Employee File