

JOB INFORMATION

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| <i>Title:</i> | Transportation Specialist- Centennial SD |
| <i>FLSA:</i> | Non-Exempt |
| <i>Terms of Employment:</i> | 12-months |
| <i>Employee Group:</i> | Support / Compensation Agreement |
| <i>Location</i> | Transportation |
| <i>Last Edited On:</i> | 3/27/2026 |

ORGANIZATION

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|--------------------|--|
| <i>County:</i> | Bucks |
| <i>Entity:</i> | Centennial SD |
| <i>Department:</i> | Assigned Department per Organizational Chart |
| <i>Reports To:</i> | Supervisor of Transportation |
| <i>Supervises:</i> | Assigned as needed |

JOB GOAL

The Transportation Specialist has the responsibility of training drivers and aides; assisting with developing routes and evaluating route efficiency; promoting high safety standards; ensuring all child restraints are used properly; assisting with assigning coverage and maintaining the department schedule; communicating with driver and aide performance to the Supervisor and/or Coordinator of Transportation. The transportation specialist must have experience with IT functions, including MVR information for drivers, and will ensure that all paperwork is up to date with Federal and state requirements. The individual must possess the managerial abilities and organizational skills necessary to independently train drivers and aides, stay organized to monitor the progress of new training candidates, and interact with supervisors, School Districts, and outside contractors. Have experience in interviewing new hires and understanding what the qualifications are for a CDL -B driver. Need to install and organize safety equipment for students. Provides for the safe, efficient, and orderly transportation of students.

ESSENTIAL FUNCTIONS

- Manage all aspects of bus stop changes.
- Schedule and manage all field trips and sports trips requests.
- Oversee scheduling and management of homeless students' and preschool students' runs.
- Maintain the GPS tracking and routing system.
- Install and track all safety restraint equipment.
- Assist with the routing of bus stops and students.
- Oversee safety training Prep.
- Assist with daily office procedures.
- Point of contact for mechanics to communicate any necessary information.
- Safely drives a school bus to pick up children at various locations and transports them to and from school according to a prescribed route and an assigned schedule. Provides transportation for field trips and other school-sponsored activities as assigned.
- Provides multi-day training (and follow-up training) to new drivers and aides, including but not limited to CDL certification, route layout, fueling locations, department procedures, inclement-weather procedures, monthly paperwork, accident/evacuation protocol, and addressing problematic student behavior.
- Assists with the evaluation and performance documentation of drivers. May ride with drivers and aides throughout the year to ensure safe driving, proper student security, and route efficiency. Confirms all procedures are being followed, and a route observation form is completed and submitted to the Coordinator and/or Supervisor of Transportation.
- Assists the Transportation Coordinator and Supervisor in establishing routes in the most efficient and effective manner, scheduling drivers, and receiving and responding to emergencies before, during, and after normal hours.
- Assists with ensuring adequate supplies and equipment are available for use.
- Attends both internal and external training as necessary and provides training to transportation staff, school staff, and parents.
- Conducts periodic checks of transportation safety protocols, equipment, etc., on buses, at the transportation department, schools, etc.
- Enters odometer miles in the department's database, monitors the timely submission of driver paperwork, assists in preparing and assembling materials for department meetings and training, prepares information for any requested communications, maintains department files in established methods, and works on special projects at the request of the Supervisor of Transportation. Must be willing to learn new skills and applications as needed by the department.

Bus Driver Job Functions:

Adheres to safety rules when loading and unloading children. Properly assists students with disabilities or other students in need of assistance to ensure that they are safely helped on and off the vehicle. Ensures students' medical equipment and wheelchairs are properly handled and secured. Assists students in and out of car seats when necessary.

Complies with federal, state, local, and District laws, regulations, and policies applicable to this position. Follows all posted speed limits and safe driving practices.

Maintains discipline using appropriate techniques. Reports student misconduct to the proper authority. Maintains confidentiality with all District information, including District and school population information.

Maintains an up-to-date route schedule, student roster, student counts, and mileage reports at all times. Both the route schedule and the student roster must be kept in the vehicle while it is in operation. Keeps an up-to-date emergency information sheet for each student in the vehicle while it is being operated. Timely submits any required documentation or reports which may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.

Transports only authorized passengers and discharges passengers only at authorized stops. Physically checks the bus at the end of the route to ensure no children remain in the vehicle.

Maintains a good relationship with students, their parents/guardians, bus aides, monitors, and District transportation personnel. Exercises responsible leadership when working with staff, students, parents, etc.

Regularly inspects and provides proper care of the vehicle, reporting necessary repairs and preventive maintenance, tire and light replacements, etc., and keeping wear and expenses to a minimum; keeps the interior and exterior of the bus clean at all times by washing or polishing as needed. Installs chains on the bus when weather conditions warrant this.

Observes all mandatory safety regulations for school buses; immediately reports malfunctioning equipment to designated personnel.

Reports any accident, regardless of how minor, with complete information as to the type of accident and necessary details, including the names of all pupils riding on the bus at the time of the accident.

Enforces regulations against smoking and eating on the bus.

Attends training for school bus drivers as directed and as required by law. Maintains all required credentials and complies with all legal requirements to perform as a school bus driver. As directed, conducts required school bus evacuation and other safety drills. Carries required documentation at all times when performing this work, including a valid CDL license with an "S" endorsement, a valid school bus endorsement card, and a valid physician's certificate.

Maintains knowledge of first-aid procedures.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

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

| <i>Education Level</i> | <i>Education Details</i> | <i>Req</i> | <i>Pref</i> |
|--------------------------------|--|------------|-------------|
| High school + Training program | CDL and an S card for driving a bus. | X | |
| | Computer Skills: Knowledge of how to use computers, Word, Excel, and PowerPoint. | x | |

Work Experience

| <i>Experience</i> | <i>Experience Details</i> | <i>Req</i> | <i>Pref</i> |
|-------------------|--|------------|-------------|
| 2-3 years | Experience in transporting students of various ages. | X | |

Licenses and Certifications

| <i>Enter Licenses/Certifications</i> | <i>Lic/Certification Details</i> | <i>Req</i> | <i>Pref</i> | |
|---|--|------------|-------------|--|
| Other Not Listed Above (non-certificated personnel) | Must possess a valid Commercial Driver's License with "S" endorsement with a clean driving record. | X | | |

SCOPE

Analytical Demands

- Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- Occasionally gives instructions and/or directions to other department employees.

Sensory Abilities

- Visual acuity and auditory acuity.

Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under a high level of stress.
- Must be cooperative, congenial, and service-oriented.
- Able to make judgments and work in situations that may be stressful.
- Ability to work as a coordinator and a member of a team.
- Must be courteous and able to manage job responsibilities effectively.
- Must be cooperative, congenial, service-oriented, and promote these qualities.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and the general community.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationships with the immediate supervisor.

Specific Skills

- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work, and makes effective use of time while on the job.

Specific Skills

- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- Acknowledges individuals' requests and responds to them in a friendly, courteous manner.
- Promotes a positive team environment by actively cooperating with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for the job environment.
- Ability to follow directions and give directions to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently, including word processing, presentation/webpage software, PowerPoint, and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Other Workplace Expectations

- Minimum age 18.
- Must possess a valid Pennsylvania Driver's license with a clean driving record.
- Pre-employment physical and drug-testing and submission of required forms.
- Ability to read a map, follow written or verbal directions, and knowledge of School District roads.

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.

Standard ADA Settings

| | |
|-------------------------------|---|
| <i>Standard ADA Selection</i> | Office Classroom <input checked="" type="checkbox"/> Other (to include Physically Demanding Positions) |
|-------------------------------|---|

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

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

| <i>Physical Demand</i> | <i>Rarely</i> | <i>Occasionally</i> | <i>Frequently</i> | <i>Constantly</i> | <i>Weight</i> |
|------------------------|---------------|---------------------|-------------------|-------------------|---------------|
|------------------------|---------------|---------------------|-------------------|-------------------|---------------|

Physical Demands

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

| | <i>Physical Demand</i> | <i>Rarely</i> | <i>Occasionally</i> | <i>Frequently</i> | <i>Constantly</i> | <i>Weight</i> |
|-------------------------------------|--|---------------|---------------------|-------------------|-------------------|---------------|
| <input checked="" type="checkbox"/> | Driving/Operating Mobile Equipment | | | | X | |
| <input checked="" type="checkbox"/> | Use of Hand Tools (power or manual) | | X | | | |
| <input checked="" type="checkbox"/> | Use of Personal Protective Equipment | | X | | | |
| <input checked="" type="checkbox"/> | Use of Office Equipment (computer, printer, telephone, etc.) | | | | X | |
| <input checked="" type="checkbox"/> | Standing for extended periods of time | | X | | | |
| <input checked="" type="checkbox"/> | Walking for extended periods of time | | X | | | |
| <input type="checkbox"/> | Crawling | X | | | | |
| <input type="checkbox"/> | Climbing | X | | | | |
| <input checked="" type="checkbox"/> | Repeated Bending | | | X | | |
| <input type="checkbox"/> | Gripping/Holding | | | | | |
| <input checked="" type="checkbox"/> | Reaching (above shoulder/at waist/below waist level) | | | X | | |
| <input checked="" type="checkbox"/> | Hearing (person to person, on the phone, in group settings) | | | | X | |
| <input checked="" type="checkbox"/> | Vision (near, midrange, far, peripheral, depth and color) | | | | X | |
| <input checked="" type="checkbox"/> | Lifting (Weight) | | | X | | 45 lbs. |
| <input checked="" type="checkbox"/> | Carrying (Weight) | | | X | | 45 lbs. |

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- Subject to outside environmental conditions