

Fort Mill School District

Position Title: Transportation Specialist

Job Description

Reports to: Assistant Transportation Supervisors

Description of Position: Working under the direct supervision of the Assistant Transportation Supervisors, the Transportation Specialist is responsible for student discipline on the school bus, overseeing training department and onboarding transportation staff.

Essential Functions:

- Meet with drivers and review student referrals related to student misconduct on the bus.
- Download video footage and documentation to the network.
- Prepare bus conduct reports and parent letters.
- Input data to student information system.
- Meet with students and administration to discuss misconduct and consequences.
- Communicate with parent/guardian student's misconduct and consequences.
- Maintain working knowledge of FMSD, SCDOE and CDL Compliance regulations, policies and procedures.
- Prepares and transmits data reports to SCDOE and CDL Compliance by due dates and upon request.
- Coordinate Trainer/Trainees training schedule.
- Teach and coach employees on safe transportation and student management.
- Evaluate bus driver performance via bus video and physical observation.
- Participate in monthly safety meetings and annual In-Service training.
- Conduct DMV checks on all new and existing employees that hold a CDL.
- Maintain accurate and current documentation required by SCDOE, CDL Compliance and DOT medical records on all FMSD CDL drivers.
- Interacts and maintains open and positive communications with transportation staff, school administration and parents on a routine basis.
- Onboarding new employees.
- Assist employees with their needs and concerns regarding employee discipline and training.
- Remain technically current and competent by learning new technologies and or software as required by the position.
- Serves as a driver when needed.
- Other duties as assigned by the Transportation Management Team.

Minimum Qualifications:

- High school diploma or equivalent required.
- Experience working with middle and high school student discipline.
- Must hold and maintain a valid CDL with P & S endorsement and a current South Carolina school bus driver certification or the ability to obtain within the first few months of employment.
- Demonstrated knowledge, skill and experience with use of computer and related technology (use of e-mail, networks, and Microsoft Office or Google office suite).
- Effectively communicate with staff, students and parents.
- Must possess strong organizational, problem solving, interpersonal and communication skills in both written and oral formats.
- Capable of performing the essential functions of the position with or without reasonable accommodations.
- Ability to work well under stressful situations and under minimal supervision. Must be willing to work extended hours when needed.
- Regular and predictable attendance.

Preferred Qualifications:

- Associates Degree or higher.
- Certification or course work in student discipline.
- Pupil transportation experience.

Terms of Employment: 240 days, 8 hours per day, Exempt- Level, FMSD S3a Salary Schedule \$36,034.70 - \$43,065.30. Initial Placement on the schedule is based on a formula that considers background, education, and experience.

Evaluation: Performance on this job will be evaluated annually by the Transportation Supervisor and in accordance with provisions of the School Board's policy.