



TRANSPORTATION TEAM LEAD

Rev. June 2023

Job No.: B702

Reports to: Senior Director, Transportation

Dept./Campus: Transportation

FLSA Status: Non-exempt

Pay Grade: Transportation 7

Term: 226 Days

PRIMARY PURPOSE:

To provide safe and efficient transportation of students to school and extra-curricular events while also providing leadership by communicating and modeling transportation safety and best practices to assigned team.

MAJOR RESPONSIBILITIES AND DUTIES

- Ability to keep routes up to date and to help drivers with safe and efficient routing procedures.
- Ability to answer questions and provide student management assistance to route drivers.
- Responsible for the training and review of drivers as well as the evacuation training procedures for students at our schools.
- Assist in dispatch and other areas authorized by the Director of Transportation.
- Dispatch drivers/monitors and buses as needed to ensure routes are completed.
- Respond to radio calls during the operation of transportation services.
- Communicates with school clients and other personnel.
- Maintains records and filing system.
- Operate a school bus when and as directed.
- Assist management with other transportation functions as needed.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Provide daily operational oversight to Bus Drivers and Monitors.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Valid Texas Class "B" Commercial Driver's License with Passenger & School Bus endorsements within 60 work days of hire.
- Driving record must meet State point requirements and district standard for driving district vehicles.
- Must pass physical, including drug test.
- One year Bus Operator or equivalent supervisory experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of the district area and schools.
- Skill in typing; work processing and file maintenance; oral and written interpersonal and professional business communication, and organization under pressure with the ability to multi-task.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to complete routine forms, use existing form letters and/or conduct routine oral communication.
- May be required to physically assist students into bus.
- Ability to regularly pick up 40 pounds.
- Able to clean windshields, adjust mirrors, and open/close windows.
- Able to move or lift injured students (up to 180 pounds) to evacuate bus.
- Ability to carry or drag a 125-pound person 30 feet in 30 seconds in the case of an emergency.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Work near or with moving mechanical equipment.
- Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- Will be exposed to intermittent sounds of a loud nature.
- May drive vehicle in inclement weather.
- May drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.
- Maintain composure and professionalism at all times.