

Transportation Specialist

Dept/Div: Finance and Operations/Transportation

FLSA Status:

General Definition of Work

The Transportation Specialist reports to the Transportation Coordinator and is responsible for routing, planning, analysis, organization, and execution, in managing day to day routing and promotes safe and efficient transportation for all students and staff. The Transportation Operations Manager will manage and direct other staff in the performance of functions of the Transportation Department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists with oversight of the administrative functions of the department; provides secondary supervisor functions for daily operations.

Supervises routes servicing schools, responds to problems on routes, and serves as liaison between school staff/administration, drivers/monitors/contractors, and parents regarding transportation needs. Field departmental concerns/questions from staff and the public relative to routing as well as any questions related to the department's technological applications.

Oversee the transportation routing and timing of overall regular and special education students to and from school. Resolve timing issues, parental concerns and route change request.

Oversee the leave system process to ensure sufficient staffing coverage and accurate record keeping.

Collaborate with Coordinator to implement a data management system that tracks all bus routes data necessary for the annual transportation report along with records related to the route operations, student discipline, and special transportation. This system must comply with State of Minnesota and Federal Government rules and regulations as they pertain to record keeping.

Collaborate with the Transportation Coordinator to maintain the optimum capabilities of the computerized routing system; including by not limited to maintaining the overall map layer, boundaries, routing parameters, safe bus stop locations, student pick-up and drop-off zones, street speeds and other restrictions and parcel or address-ranging data.

Supervises and monitors daily work direction, conduct, and performance of district drivers and monitors as directed by the Transportation Coordinator accordance with School district procedures and policy's.

Assigns routes to drivers, monitors and contractors based on contractual obligations or as the coordinator directs; and monitors performance of drivers/contractors as well as compliance of school district policies and guidelines.

Responds to calls from parents, school administrators, and the general public in a respectful and responsive manner, and explains applicable laws and rules to attempt to resolve specific problems whenever possible.

Coordinate daily absences, leaves, workers compensation, completes first report of injury forms, and communication with HR to monitor the progress of leaves and injuries to determine workability of employees. Analyze, monitor and approve payroll records weekly.

Assist in ongoing evaluation of the Transportation Department and participate in continuous improvements initiatives.

Represent the district Transportation Department at various meetings and seminars as directed by the Transportation Coordinator.

Develops and maintains routes transporting eligible public, non-public, homeless, care and treatment, and related activities of students both in and outside of the district along with those who require special requirements and are part of the district's Early Childhood programs as well as other specialty program sites.

Assigns students to bus stops, determines proper stop sequencing, determines the number of routes needed for each site/program, and establishes routes and route combinations for safest and most efficient use of all vehicles.

Revises routes and route combinations based on submitted student data changes while continuously monitoring route sequencing for optimum on-time performance, safety, and efficiency.

Maintains schedule variations in route service based on program calendars.

Other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of school transportation principles, practices and procedures; comprehensive knowledge of department objectives, equipment, programs and procedures; comprehensive knowledge of the hazards and safety precautions of the trade; thorough knowledge of office practices and procedures; ability to plan, organize and direct the work of others; ability to express ideas clearly and accurately both orally and in writing; ability to maintain detailed records; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree and or equivalent combination of education and considerable experience with computerized routing capabilities. This would include all set ups, fleet management, routing sequencing, bus utilization, student load parameters, timing of bus routes relative to school start/end times, safe stop locations and data management.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.