

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Transportation Coordinator - Gr. 8
FLSA STATUS:	Non-exempt
UPDATED:	June 9, 2009

POSITION OBJECTIVES:

Supervises, coordinates, and schedules student and personnel transportation needs for the Center for Technology, Essex (CTE); ensures proper maintenance the transportation fleet; ensures compliance with federal and state Department of Transportation requirements; and transports CTE students and personnel to job sites and/or field trips.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate and oversee the inspection, maintenance, repair and budget of the CTE fleet of 9 school buses and 3 Coop vehicles.
- Manage the operation of the CTE fleet vehicles; oversee DOT compliance/reporting as it relates to the fleet.
- Develop and implement vehicle and equipment preventive maintenance programs.
- Develop and maintain outside vendor and service provider relationships.
- Coordinate and direct the service and repair of all unplanned vehicle maintenance needs.
- Work closely with Property Services for planned servicing needs.
- Maintain driver's CDL files and ensure drivers are appropriately licensed for their assignment.
- Insure the drivers Department of Motor Vehicles (DMV) Physical and Motor Vehicle driving Record (MVR) and Commercial Drivers License are current and in compliance with DOT Regulations.
- Coordinate all transportation and routing schedules; work closely with CTE Coop Coordinators to coordinate transportation for all after school special events; assist sending school Guidance Counselors with special transportation needs; accommodate school health care staff request to transport sick student to their home; arrange for special transportation needs for CWE's, field trips, office errands, Center Point transports, etc. ensuring minimal disruption of current schedules etc.
- Serve as first response for driver's issues, questions, or concerns, brining unusual or difficult problems to the attention of the Supervisor.
- Supervise four to five bus drivers:
 - Play a key role in the hiring of new drivers - screen and interview potential candidates; make recommendations for hire;
 - Train and orient new drivers;
 - Plan, assign and direct work;
 - Play a key role in the evaluation and discipline of bus drivers; investigate and address performance concerns brining unusual or difficult problems to the attention of the Supervisor; provide feedback for the written evaluation, etc.
- Provide CDL instruction and training to new employees looking to pursuit their CDL license.
- Maintain contact with transportation peers for all sending schools as needed.
- Assist CTE instructors with transportation needs beyond field trips.
- Field calls from parents or sending school officials addressing questions or issues concerning the CTE transportation schedule and refer to supervisor if needed. Report to Supervisor the phone call and possible further action needed.
- Plan routes for Commercial Motor Vehicle (CMV); visually survey various routes for safety, efficiency and timing; review routes throughout the year for changes in road conditions and construction; seek drivers input concerning routes they currently run; report ever changing road conditions to Supervisor; revise routes as needed based upon changing conditions.

- Write up the CTE End of Year (EOY) Transportation Report addressing the number of passengers transported, number of trips by bus and miles driving fleet wide.
- Keep abreast of State & Federal rule changes and regulations involving CMV fleets.
- Provide transportation services as needed; transport students in a bus to and from various locations on established schedules; keep order on bus; perform various delivery tasks, including mail, bank deposits, and the like.

SUPERVISION RECEIVED

Reports to, evaluated by and receives direction from the CTE Principal/Director or Assistant Director.

SUPERVISORY RESPONSIBILITIES:

Trains, plans, assigns and is responsible for quality of work of four bus drivers; plays key advisory role in evaluation, hiring, and firing.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in Business Administration or other appropriate discipline plus 2 to 3 years of commercial vehicle and supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Previous project management and supervisory experience also required.
- **Licenses.** Valid Vermont Commercial Driver's License required. Excellent driving skills and a clean driving record also required. Experience in driving in all kinds of weather and conditions.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.
- **Computer Skills and Experience.** Proficient with Microsoft Office applications including Word and Excel. Ability to proficiently use GroupWise e-mail system.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with diverse problems and situations of moderate difficulty, involving several concrete variables in standardized situations, demanding some original research, modification of standard methods and techniques, analysis, and design/composition. Ability to plan, organize and design work methods and routines in carrying out moderately broad assignments with minimal administrative supervision/direction. Ability to revise and reorganize activities and priorities in response to regular changes in conditions and problems. Ability to use regular independent judgment in interpreting and applying a number of key functional, organizational, professional/technical, and/or external policies, procedures, principles, and practices.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to communicate with tact, discretion and diplomacy.
- **Other.** Good general knowledge of vehicle operation/maintenance. Good physical health, with no problems or impairments that might impair driving skills.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	O	X	
WALKING	O		X
SEEING	C	X	
HEARING	C	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	F	X	
USE OF COMPUTERS AND EQUIPMENT	F	X	
LIFTING			
up to 10 lbs.	S	X	
10-25 lbs.	S	X	
25-50 lbs.	S	X	
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	S	X	
10-25 lbs.	S	X	
25-50 lbs.	S	X	
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	F	X	
PUSHING/PULLING	F	X	
TWISTING	S		X
CLIMBING	O	X	
BALANCING	NA		X
CROUCHING	F	X	
KNEELING	S		X
CRAWLING	NA		X
REACHING (i.e., overhead)	F	X	
HANDLING	F	X	
DRIVING	F	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	F
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	O
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	O
VIBRATION/NOISE	F
HEIGHTS	S

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

.....
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.