

Foresthill Union School District

JOB DESCRIPTION Transportation Lead

Purpose:

A Transportation Lead is an employee under the supervision of the Business Manager or his/her designee that plans and coordinates the operation of the District's pupil transportation service during the regular school year and extended school year programs, working to maintain organization, safety and unity in the department.

Essential Functions and Responsibilities:

- Directs and plans transportation schedules, routes and stops
- Maintains mileage records
- Assigns drivers and equipment
- Ensures vehicles are maintained in accord with state and local regulations
- Maintains records including records for mandated costs and records for special education transportation
- Receives evening and early morning calls for substitutes and arranges coverage as needed
- Responsible for attending trainings relevant to the position
- Responsible for training other drivers in the performance of their duties
- Ensure drivers are aware of current driver's training and safety information
- Evaluates driver's knowledge, skill, and performance standards related to efficiency, safety, and legality
- Conducts road tests and orientation to new vehicles
- Records and maintains records for California Highway Patrol and State
- Attends meetings with the California Highway Patrol
- Coordinates student transportation to out-of-district programs
- Coordinates with Business Manager on impacts of school closures and PSPS/Snow days on student transportation services
- Maintain confidentiality to protect privacy of students, families and staff

Employment Eligibility:

- Successful candidates must prove employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent

Experience:

- Experience in school transportation (preferred)

Knowledge, Skills and Abilities:

- Knowledge of practice procedures and legal requirements related to the operation of a school transportation system
- Knowledge of practices and procedures related to vehicle inspection and maintenance schedules
- Knowledge of record keeping
- Knowledge of California Vehicle Code and Education Code requirements pertaining to pupil transportation
- Knowledge of geographic conditions of the District
- Skills to effectively deal with varying degrees of behaviors of students
- Skills to effectively and tactfully communicate in both oral and written form
- Skills to effectively interface with a supervisor
- Skills to manage and use time effectively
- Skills to operate standard office equipment including computer and copiers
- Ability to understand and carry out oral and written directions
- Ability to keep an information database updated regarding route changes, student names, and route information
- Ability to train other drivers
- Ability to maintain accurate and current records and make appropriate reports
- Ability to effectively schedule and utilize equipment and personnel
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to demonstrate an understanding, patient and receptive attitude toward children

Required Testing:

- Initial and random pool drug testing

Certificates and Licenses:

- Valid California Driver's License
- CPR Certification (must be obtained within 30 days of employment)
- NCI Certification (must be obtained within 90 days of employment)

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements:

- Occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling
- Manual dexterity to operate a telephone and enter data into a computer
- Facility to sit in a vehicle, at a desk, conference table or in meetings of various configurations for extended periods of time
- Facility to lift and carry up to 25 lbs. without assistance
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings

- Facility to drive an automobile in inclement weather
- Facility to determine and differentiate colors

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)
- Observation, general supervision and formal evaluation by Superintendent or designee annually

Work Environment:

- Work is performed in an office, in district-owned vehicles, in the district office and/or school environment, and involves contact with staff, students and representatives of other agencies.

FSLA Status: Non-exempt

Employee Group: Classified

Contract Days: 184 days @ .75 FTE

Supplemental: 20 days @ 3 hrs/day for ESY/Summer School

Salary Grade: Classified Salary Schedule, Range 13

Supervisor: Business Manager

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 08/08/2023