

## **HYDE COUNTY SCHOOLS TRANSPORTATION COORDINATOR AND BUS DRIVER**

### **Nature of Work**

The role of the Transportation Coordinator and Bus Driver is to support the work of transportation services within the school district. The employee assists the Operations Director in managing the daily operations of the school transportation program within an assigned area. The job was established for the purpose/s of communicating with school administrators, parents, other district departments, transportation personnel, and the school district to establish bus routes and stops; resolve district transportation issues; arrange transportation for special events; investigate transportation concerns relative to students pick up locations and routing; and working to secure regular and substitute bus drivers. The employee is expected to resolve most problems and confer with the Operations Director on policy problems. Work is performed under general supervision.

### **Education and Experience**

- A high school diploma or higher is required.
- Prior transportation experience of minimum of 3-5 years preferred
- Experience in school transportation and leadership preferred
- Commercial Drivers License with a PS endorsement

### **Essential Functions/Typical Tasks**

- Communicates with drivers, administrators, the special education department, school staff, parents, and others (e.g., reviewing route maps, responding to inquiries, etc.) to assist with route-related problems.
- Evaluates routes utilizing the TIMS program and district departments (e.g. bus stops, clock schedules, etc.) to determine bus routes in conformance with school policies while complying with mandated guidelines.
- Participates in various activities (e.g. meetings, training, etc.) to convey and/or gather information required to perform functions.
- Gather and update bus run information in TIMS.
- Maintain current transportation information for Exceptional Children, Pre -K and other specialized bus routes.
- Offer transportation solutions to the IEP team.
- Maintain transportation records for federal inspections.
- Provide training for transporting exceptional children and Pre-k students.
- Provide training for the transportation of children
- Conduct performance evaluations for assigned bus drivers and monitors.
- Fill out the required reports (Principals' Bus Report TD-2, Regular Pupil/Regular Bus Report TD-2R).
- Inspect assigned buses for cleanliness, condition of seats, vandalism, body damage, and inventory of first aid kits, fire extinguishers, and blood-borne pathogens kits.

- Supervise regional bus drivers and monitors, create a congenial work atmosphere for staff, assist drivers/monitors with any needs or problems, and provide for discipline of drivers/monitors by state and local guidelines, rules, and regulations.
- Assists with payroll for bus drivers/monitors.
- Notify the mechanic of any mechanical problems reported.
- Investigate bus accidents involving assigned school buses and fill out accident reports.
- Report road hazards, problems with bus stops, bus turnarounds, etc., to Operations Director.
- Coordinate activity buses with schools in assigned areas.
- Assist in coordinating Department of Transportation (DOT) Drug Testing.
- Ensure maintenance schedule for all bus and county-owned vehicles
- Ensure all TD reports are completed on time
- Ensure all inspections are completed
- Mileage and reporting input
- Must have a CDL with a school bus, passenger endorsement, and school bus driver certificate
- Supports drivers and scheduling of drivers
- Any other duties and responsibilities as assigned by Operations Director.

#### **Knowledge, Skills, and Abilities**

- Strong oral and written communication skills.
- Ability to supervise others and provide corrective feedback
- Ability to communicate effectively with parents and establish and maintain positive public relations with the clientele in his geographic area.
- Ability to establish and maintain effective relationships with school staff, bus drivers, and central office staff.
- Ability to gather and analyze data.
- Ability to compile and summarize information.
- Ability to prioritize and schedule variable work.
- Ability to learn, interpret, and explain policies and regulations
- Knowledge of general office practices and computer skills

#### **Special Requirements**

Valid commercial driver's license with S and P endorsements

#### **Employment Term**

- 12 months
- Full-time with benefits

**Salary:** Pay Grade 61 on the North Carolina State Salary Schedule

**Reports To:** Operations Director

**FLSA Status:** Non-Exempt

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.