

JOB TITLE  
SPECIALIST  
TRANSPORTATION OPERATIONS

DIVISION  
ADMINISTRATION

REPORTS TO  
DIRECTOR  
TRANSPORTATION SERVICES

SALARY SCHEDULE & GRADE  
I I, GRADE 9

LENGTH OF WORK YEAR  
260 DAYS

DATE  
MAY 9, 2011

SCOPE OF RESPONSIBILITIES

Assists in all phases of the programs within the transportation department and coordinates communication between parents, supervisors and bus drivers.

PERFORMANCE RESPONSIBILITIES

1. Assists with budget preparation and maintains records of costs within the transportation services operation.
2. Assists in planning of inservices and supervision of bus drivers.
3. Assists with preparation of final reports to the Kentucky Department of Education for Pupil Transportation and Jefferson County Public Schools Board of Education.
4. Acts as a liaison between coordinator and the director.
5. Plans and approves transportation routes and bus stops in cooperation with the area coordinator.
6. Provides effective communication between district personnel, parents, students and community organizations.
7. Manages, supervises and evaluates coordinators, assistant coordinators and clerical personnel within the transportation department.
8. Assists the Specialist Geographic Information System in development of programs to improve transportation operations.
9. Performs other duties as assigned by the Director Transportation Services.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. Three (3) years supervisory experience in pupil transportation
3. Three (3) years experience in public transportation bus routing
4. Demonstrated ability in working with school staffs and the public
5. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of school system policies and procedures
2. Knowledge of Federal, State and District Pupil Transportation regulations and guidelines

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