

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TRANSPORTATION SUPERVISOR & MECHANIC** **File 701**

Reports to: Business Manager

Job Objective: Manages an ongoing maintenance program for district vehicle. Supervises the planning, delivery, assessment, and ongoing improvement of pupil transportation services.

Minimum Qualifications:

- High school diploma. Post-secondary transportation training or work experience is required.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability to monitor and manage compliance with transportation and environmental laws/regulations.
- Accounting skill and the ability to accurately compute and record mathematical data.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

General Responsibilities:

- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with drivers to manage or eliminate risk factors.
- Prepares and submits accurate and timely reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Transportation Supervision/Coordination:

- Directs pupil transportation services and ongoing driver training programs.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains transportation staff in procedures to effectively accomplish assigned duties.
- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar all aspects of assigned duties.
- Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.

- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Monitors road and weather conditions.
- Investigates and prepares accident reports. Documents all injuries that require medical attention.
- Assists other staff as needed to deal with unexpected or urgent situations.

Mechanic Duties:

- Provides technical expertise and manual skill in the inspection, servicing, and repair of vehicles.
- Evaluates performance to ensure that maintenance service programs are effective.
- Administers an ongoing vehicle maintenance program. Learns maintenance procedures for all district vehicles. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Encourages drivers to offer suggestions or ask questions. Helps bus drivers recognize problems before equipment malfunctions. Reports irregularities and equipment abuse to the business manager.
- Keeps current with local, state, and federal school bus safety and environmental regulations.
- Makes road calls when vehicles become disabled.
- Maintains an inventory of essential supplies. Inspects, services, repairs and/or rebuilds equipment.
- Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks belts, maintains fluid levels, etc.).
- Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle. Tests repaired vehicles to ensure safety.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Inspects packages. Verifies contents with packing lists and purchase orders. Organizes and stores supplies. Validates invoices for payment.
- Takes appropriate action to protect school property. Ensures that vehicles and storage areas are secured at the end of the workday. Responds to transportation emergencies as needed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the business manager. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: BUS AIDE/MONITOR

File 702

Reports to: Transportation Supervisor

Job Objective: Monitors and assists students during bus trips.

Minimum · High school diploma.

- Qualifications:**
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Physical ability to safely lift and manage preschoolers and students with disabilities.
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.
 - Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Assists with passenger loading/unloading. Checks and fastens seat belts. Reports unsafe or defective equipment.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.

- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER**

File 703

Reports to: Transportation Supervisor

Job Objective: Provides for the safe, efficient, and courteous transportation of students.

Minimum · High school diploma.

- Qualifications:**
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Meets qualifications as defined in current revised state codes, pupil transportation operation & safety rules, school board policy, and bus driver handbook.
 - Completion of the state pre-service school bus driver training program and participation in ongoing training necessary as needed to maintain required license and endorsements.
 - Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Physical ability to safely lift and manage preschoolers and students with disabilities.
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Operates the assigned vehicle according to all motor vehicle laws.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Uses the Zonar System to report equipment concerns/malfunctions.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Uses the Zonar System to document fuel consumption and mileage.
- Uses proper protocol when operating communication equipment.
- Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *Note: Safety is the top priority even if delays disrupt the bus schedule.*
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require medical attention.
- Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).

- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

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- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ON-BOARD INSTRUCTOR

File 704

Reports to: Transportation Supervisor

Job Objective: Plans and implements bus driver-training activities. *Note:* Driving duties may be assigned – for information, refer to “bus driver” job description.

Minimum Qualifications:

- Meets all school bus driver minimum qualifications (see bus driver job description for information).
- Valid state pre-service school bus driver training program and On-Bus Instructor (OBI) certificates.
- Effective presentation skills and ability to train adult learners.
- Demonstrates a clear understanding and commitment to defensive driving practices.
- Attends training programs necessary to maintain instructor status.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conducts training activities that support the ongoing improvement of pupil transportation services.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Helps resolve problems.
- Monitors state training requirements for bus driver. Prepares instructional materials using up-to-date resources (e.g., bus driver training manual, etc.). Evaluates performance to ensure that bus driver training programs are effective.
- Helps job applicants obtain training packets and prepare for the Commercial Drivers License (CDL) test. Arranges test appointments for trainees. Escorts trainees to/from testing site.
- Participates in transportation staff orientation programs if requested.
- Teaches vehicle operating procedures and defensive driving techniques.
- Trains transportation staff in procedures to effectively accomplish assigned duties. Ensures that drivers are familiar with all types of district pupil transportation vehicles. Helps verify that drivers are qualified and correctly licensed for assigned vehicles.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes bus safety. Prepares bus safety program materials.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require medical attention.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

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- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
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**Performance
Evaluation:**

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