

### Transportation Lead

#### **Purpose Statement**

The job of Transportation Lead is done for the purpose of providing oversight within the student transportation services area; processing student transportation requests; developing transportation routes; maintaining department records in accordance with mandated requirements; driving buses as needed; and coordinating assigned projects.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Plans, organizes, coordinates and leads the day-to-day operations of district transportation requiring independent judgment and analysis for the purpose of maintaining a smooth, efficient and high standard of operation.
- Schedules and prioritizes work assignments upon receiving requests for the purpose of ensuring accurate, cost-effective and timely completion of work assignments.
- Trains and assigns the work of other dispatchers in their duties and determines priorities for the work to be performed for the purpose of ensuring that assignments are completed within established guidelines.
- Assists in a variety of transportation areas as needed for the purpose of ensuring the smooth, efficient, and safe operation of the Transportation Department.
- Collaborates with supervisor for the purpose of determining driver and equipment requirements.
- Compiles a variety of information for the purpose of developing formal reports, conveying information, and complying with mandated requirements.
- Coordinates with a variety of stakeholders for the purpose of ensuring the transportation needs of the District are met while adhering to safety standards.
- Performs functions of a school bus driver as needed for the purpose of ensuring the transportation needs of the District are met in a safe and timely manner.
- Informs school personnel and parents of practices for the purpose of conveying information for their follow-up action.
- Responds to transportation accidents in consultation with the assigned supervisor for the purpose of assessing and improving driver safety through training.
- Maintains a variety of work-related systems for the purpose of ensuring the safe and effective department operation while avoiding service disruptions.
- Manages field trips for the purpose of ensuring the transportation needs of the District are met while adhering to safety standards.
- Oversees transportation activities for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Plans transportation routes for the purpose of assuring timely and safe transportation service to and from District activities and events.

- Responds to emergencies and inquiries from a variety of sources regarding bus and student transportation issues for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Processes a variety of information for the purpose of updating and distributing information, authorizing action, and complying with mandated requirements.
- Recommends policies, procedures, and actions for the purpose of providing information for decision making and for enhancing student transportation services.
- Responds to inquiries from a variety of stakeholders for the purpose of providing the necessary information regarding transportation services.
- Responds to emergency situations for the purpose of complying with established policies and regulatory guidelines.
- Schedules work assignments for the purpose of ensuring completion of transportation routes in a timely manner.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating two-way radio and county emergency radio; operating standard office equipment including utilizing pertinent software applications; driving a school bus; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent department policies and procedures; bus driver requirements and procedures; office practices and procedures; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work directions; writing clear, complete, accurate and logical safety reports and specifications; adapting to changing work priorities; communicating with persons of diverse backgrounds; maintaining confidentiality; working as part of a team; observing legal and defensive driving practices; and understanding and carrying out oral and written directions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Three years of experience in transportation is required.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

Random Drug and Alcohol Testing

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Certificates and Licenses**

School Bus Driver Certificate  
Valid Driver's License

**Clearances**

Criminal Background Clearance  
Pre-Employment Drug Test Clearance  
DMV H6 Driving History Report  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Revised Date**

**Salary Grade**

Range 10