



Position Title: **Transportation Manager**

Department: Transportation

Reports To: Transportation Supervisor

SUMMARY: This clerical, managerial position is responsible for assisting in the operational management of the transportation department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Performs clerical functions for transportation department
2. Works in the close association with transportation supervisor to assist with operational management of the department
3. Manages records and reports for student transportation using applicable computer software
4. Maintains department records as required
5. Assists with providing feedback to drivers and evaluation input for drivers and mechanics
6. Operates telephone, two-way radios, e-mail data systems to assist with department operations
7. Distributes mail to department
8. Works with OPTA/Oregon Department of Education transportation personnel
9. Creates, maintains and files all essential records and legal documents for transportation operations
10. Responsible for bus route and student list creation/modification using student information system and routing software during both the school year and summer session
11. Correspond with district staff and stakeholders via email
12. May be asked to drive bus as needed
13. May be asked to translate, if applicable
14. Participates with new hire selection and processing
15. Performs recording functions for transportation meetings and other groups as assigned
16. Assists with creating, ordering and maintaining document forms
17. Assists with assignment of substitute staff as needed
18. Distributes and collects timesheets
19. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assists Transportation Supervisor with staff feedback and evaluation.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, AND/OR EXPERIENCE: High school diploma or equivalent. One to three years experience in student transportation preferred.

CERTIFICATES, LICENSES, REGISTRATION: Oregon recognized driver license. Valid CDL (class B) with S & P endorsements required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS: Ability to type minimum of 45 wpm, with minimal errors. Ability to create, calculate, compute, arrange, and file documents. Ability to organize, schedule and produce reports; speak to groups and convey topics. Ability to operate adding, calculating, fax, copying, computing and printing equipment. Ability to create computer documents using standard spreadsheet programs. Training experience in telephone operations and etiquette. Ability to interact professionally with public clientele and apply conflict resolution techniques is required. Ability to compose, write, articulate, note and interpret documents and letters.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. Drivers may be required to demonstrate ability to: open and close a manually operated bus entrance and exit control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17-1/2 inches; operate two hand controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90 pounds; depress a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. Visual acuity of at least 20/40 (Snellen) in each eye either with or without corrective lenses and a binocular acuity of at least 20/40 (Snellen) in both eyes either with or without corrective lenses. Perceives a forced whispered voice in the better ear not less than five feet with or without the use of a hearing aid, or if tested by the use of an audiometric device. No hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear a properly operating hearing aid at all times while driving and supervising students.

In addition to the listed physical requirement above, all drivers must meet physical examination requirements as outlined in the current Oregon Pupil Transportation Manual.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date