

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Transportation Specialist

Purpose of the Job

To provide assistance to the Director in the efficient operation of the Transportation Department.

Essential Job Functions

The specific duties should include, but are not limited to, the following activities:

1. Assist in maintaining district's computerized bus routing programs, i.e., bus routes, maps, and stops to assure safe and economical transportation for students.
2. Assist, when needed, in securing qualified substitute drivers as needed to cover routes in absence of regular drivers.
3. Assist in preparing and maintaining daily and annual transportation reports as needed.
4. Assist in receiving bus radio or phone trouble calls, coordinate mechanics, replacement buses, drivers, etc.
5. Assist in advising building administrators of any route or bus changes, late arrivals, departures, etc.
6. Assist in effectively scheduling and developing bus routes.
7. Assist district in designing new school service areas and boundaries when necessary.
8. Assists with updating routes and schedules throughout the school year.
9. Generates transportation related reports as required by the Transportation Director.
10. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Minimum of three years of experience in a pupil transportation office setting.
2. Associate degree or higher or equivalent experience.
3. Experience working with Skyward.

Knowledge Skills & Abilities:

4. Knowledge of district, state and federal regulations, policies and requirement pertaining to pupil transportation.
5. Knowledge required of Transfinder computer routing systems and boundary analysis software applications.
6. Ability to work effectively under pressure.
7. Effective oral and written communication skills.
8. Demonstrate effective decision-making skills.
9. Ability to maintain confidentiality.
10. Ability to maintain accurate records.
11. Have good customer service skills.
12. Ability to read and interpret road and street maps.
13. Good interpersonal skills.
14. Ability to organize and set priorities.
15. Proficient office computer skills.
16. Ability to maintain cooperative and effective communication with administrators, students, parents, public and other department employees.
17. Ability to communicate on districts' two-way voice communication system.

18. Familiar with vehicle maintenance concepts.

Licenses, Certificates & Special Requirements:

Possess a valid Washington State driver's license.

Reporting Relationship:

Reports to the Director of Transportation.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of School Board Policy on Evaluation of Support Services Personnel.

Conditions of work:

Union Affiliation:

NEA-WEA

FLSA Status:

Non-exempt

Wage Range:

NEA-WEA Wage Schedule

Job History:

Created: 3/17/05

Updated: 5/2/2018

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice