

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Lead Transportation

TERMS OF EMPLOYMENT: Stipend, 10 months/year

REPORTS TO: Director of Maintenance and Transportation

MINIMUM QUALIFICATIONS:

- Valid driver's Class B license
- Possession of a School Bus Driver's Certificate.
- High School diploma or equivalent.
- First Aid and CPR certification required
- Drug free history

GENERAL SUMMARY

Under the supervision of the transportation coordinator, coordinates all aspects of the transportation department, including maintenance, drivers and routes. Performs other duties related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Obtains necessary education and in-service time to keep license current.
- Obeys all traffic laws.
- Maintain all transportation records for each driver including, drug and alcohol testing, driver records, black books, in-service hours, notification of drivers two months before their birthdays of any training or documents that they may need to file.
- Create and organize routes
- Maintain transportation paperwork and file
- Resolve issues or complaints that involve drivers or parents dealing with bussing.
- Maintain bus routine serving and repair work
- Maintain all school vehicles in good running order.
- Clean vans after each use and make sure they are fueled.
- Arrange for substitute drivers and/or busses when needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers, staff and administrators.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to write routine reports and correspondence.
- Ability to add and subtract two digit numbers and to multiply and divide with 10' and 100's. Ability to perform these operations using units of American currency, weight measurement, volume and distance.
- Knowledge of safety and maintenance requirements of bus and other pupil transportation equipment.

WORKING CONDITIONS

- Light to moderate physical effort.
- Lift and move up to 10 pounds regularly, lift/move up to 25 pounds frequently and occasionally lift and/or move up to 100 pounds.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Frequently exposed to outside weather conditions.
- Exposed to moving mechanical parts and vibrations.
- Occasional exposure to fumes.

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Board approved: 1/10/06

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