

Transportation Technology Coordinator/ Bus Driver Job Description

Purpose: The Transportation Technology Coordinator monitors the transportation routing/student management software and corresponding equipment. Supporting the systems to ensure proper functioning to provide access to accurate bus information, bus tops and bus/student rider tracking. The Bus Driver provides clean, safe, and reliable transportation for students and district employees as required. To accomplish these tasks, the Transportation Technology Coordinator/ Bus Driver must work closely with the staff and administration of USD 202.

Responsible to: Transportation Supervisor

Payment rate: Salary and benefits as established by the Board of Education

Qualifications:

1. High school diploma or equivalent preferred.
2. Valid Kansas commercial drivers' license (CDL) with required endorsements.
3. Must meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
4. Successful completion of agility and reaction time test and two-hour behind-the-wheel training program.
5. Successful completion of required physical examination for bus drivers (after employment offer is made).
6. At least one-year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
7. Possess necessary background and experience in the transportation field, including bus driver trainer and defensive driving certification.
8. Communicate well, both orally and in writing.
9. Possess the necessary technological skills needed to research best practices related to transportation safety and to communicate with various state officials and staff.

Essential Functions:

1. **Knowledge, Skill and Abilities**
 - a. Report USD 202 automotive equipment repairs/needs prevent problems and interruptions of district educational programs.
 - b. Abide by all traffic laws and state school transportation regulations and guidelines.
 - c. Communicate effectively with all members of the school district and community to solve transportation-related problems.
 - d. React to change productively and handle other tasks as assigned.
 - e. Appropriately operate all vehicles and equipment as required.
 - f. Inspect bus prior to and at the end of each route or activity trip, and file inspection forms with the Transportation Supervisor.
 - g. Support the philosophy and mission of USD 202.
 - h. Comply with policies, rules, and regulations at the federal, state, and district levels.
 - i. Train drivers on various software and hardware function and procedures.

- j. Manage and troubleshoot work tickets and reports in a timely manner.
- k. Manage the transportation software app and assist families and staff with use and features.
- l. Provide accurate data collection and be able to translate this information into a variety of reports and summaries.

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Stoop, kneel, crawl, bend, turn, reach, climb and balance.
- d. Requires specific driving skills, including the ability to operate a vehicle at night and in inclement weather.
- e. Occasionally travel long distances and overnight travel.
- f. Requires agility necessary to quickly and safely exit the driver's seat and rear emergency door.
- g. Must be able to work indoors and outdoors year-round.
- h. Must be able to work in noisy, crowded, stressful environments.
- i. Must be able to work in and around dust, fumes, and odors.
- j. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Maintain and follow assigned schedule and routes.
2. Only transport authorized students.
3. Discharge students only at authorized stops.
4. Maintain student discipline and follow student discipline measures as outlined by the district and Transportation Supervisor.
5. Maintain bus in clean condition that is free from distractions and inform the Transportation Supervisor whenever a bus is received in unsatisfactory condition.
6. Clean and sweep bus on an established schedule.
7. Assist mechanic with fueling as needed.
8. Immediately notify the Transportation Supervisor if the route is running late or of mechanical failure.
9. Inform the Transportation Supervisor and submit a work ticket for routine maintenance and repair required.
10. Respond to information requests in a cooperative, courteous, and timely manner.
11. Report all accidents and file required accident reports with the Transportation Supervisor.
12. Implement and follow to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Keep records and student, family, employee information confidential.
14. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
15. Manage software and hardware updates.
16. Clean and maintain technology equipment.
17. Share in the responsibility of promoting and maintaining a positive relationship between transportation employees and transportation technology systems, software, and equipment.
18. Other duties as assigned by the Transportation Supervisor or administrative staff which are consistent with the general requirements and essential functions for the position.

Term of Employment: Academic year as calendared.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved:
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