



Part-Time Transportation Coordinator and Driver Job Description

HOURS: 15hrs-20hrs/week. September through mid June.

JOB SUMMARY

Coordinates and oversees all functions pertaining to the operation and maintenance of the transportation department, including personnel, equipment, and fleet vehicles. Operate shuttle bus to transport students and other authorized persons over regular school routes, field trips, and/or extracurricular, special or extra activity trips. Operate shuttle bus in all types of inclement weather conditions including but not limited to fog, rain, hail, sleet, snow and ice.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Coordinate drivers for daily shuttle service, field trip, and extra activity.
2. Maintain and update Transportation Calendar and passenger list.
3. Responsible for maintaining and monitoring compliance with federal and state rules and regulations and school policies as they relate to transportation.
4. Recruit, train, supervise, and evaluate Transportation personnel and make recommendations related to employment and termination.
1. Drive a shuttle bus, providing safe and efficient transportation to the students, parents, chaperones and/or other passengers in accordance with school district policy.
2. Inspect and clean buses and related equipment as required by state and district policy.
3. Perform routine vehicle inspection and maintenance including checking oil, fuel, brakes, lights, windshield wipers, water and tire pressures.
4. Operate and service all bus equipment and accessories including but not limited to: fire extinguishers, highway warning kits, snow chains, sanders and first aid kits, etc.,
5. Manage and direct student passengers in order to maintain safety, behavior and Christian conduct expectations. Report unsafe acts or conditions to all appropriate parties as needed.
6. Complete forms, records, and reports as required by state or school district policies.
7. Maintain records of work performed; make timely reports of accidents, incidents, and unusual occurrences.
8. Regulate heating, lighting, and ventilating systems for passenger comfort.
9. Comply with local traffic regulations, in accordance with the laws of the State of Washington and district policies.
10. Provide information and other general assistance to students, parents and/or visitors.
11. Perform basic first aid as appropriate, up to and including CPR.
12. Perform miscellaneous job-related duties as assigned.

REQUIRED CAPABILITIES

- Demonstrated proficiency in English to communicate effectively, both orally and in writing.
- Ability to safely operate a class B vehicle
- Able to lift a minimum of 50 lbs
- Valid CPR certification
- Ability to assist students to enter or exit a school bus through the passenger service door, including those who are ill or handy-capable.
- Direct, lead, and instruct students, children and parents in safety, standards, ingress and egress in the event of an emergency, consistent with Washington State DOT and school district policy.
- Hearing capability, with or without correction, to detect and distinguish traffic sounds from a distance in order to allow adequate time for defensive or evasive action.
- Excellent visual acuity, with or without correction, of at least 20/40 in dominant eye.

REQUIRED PERSONAL QUALITIES

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

CANDIDATES

1. Must be at least 25 years old.
2. Must have at least two (2) years prior driving experience.
3. Must not have been convicted of any violation of law involving physical, sexual, or other abuse, injury, or neglect of a minor.
4. Must have a clear driving record. Applicants with a record of driving while intoxicated, reckless driving, negligent driving, or hit and run may not be considered for employment.
5. Must provide authorization to obtain a personal and commercial driving record, as allowed by law.