

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Operations and Training Coordinator*

QUALIFICATIONS: High School Diploma or GED preferred; ability to follow written, oral instructions and schedules; ability to work well with others; Must possess a valid commercial driver's license; pass annual physical and eye examination that is performed by a Federal Motor Carrier Safety Administrator approved examiner and that otherwise meets current CDL requirements; pass pre-employment and random drug screenings.

REPORTS TO: Transportation Manager

JOB GOAL: To provide an effective, safe transportation system and coordinate student bus assignments and transfer procedures

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Bus Operations Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

PERFORMANCE RESPONSIBILITIES:

- Supervising all daily transportation operations, including extracurricular bus trips and bus operator assignments.
- Developing and implementing pre-service and in-service training for bus operators and bus attendants, including Commercial Drivers License Third Party Testing.
- Overseeing the routing of personnel and monitoring the utilization of the computerized bus routing and field trip programs to assure the safe, efficient, and effective use of personnel and equipment.
- Assisting the Transportation Manager in responding to requests from parents and school-based personnel and others, as appropriate, regarding bus routing needs and other issues related to bus operators and bus attendants.
- Assists the Transportation Manager in determining bus routes and the scheduling of the transportation of district students; evaluates stop and start times in accordance with State and District policies.

- Assists in determining the feasibility of requests, including the rationale, associated costs, and potential liability of each request.
- Monitoring each operator's performance and compliance with district policies at least once a year.
- Conducting on-site evaluations in the field.
- Drives buses when needed to ensure transportation coverage of students and when service is required from an off-site vendor.
- Monitoring the assignment of substitute bus operators to cover regular bus routes in the event of an emergency, regular operator absences or field trips.
- Assists the Transportation Manager in the preparation of the annual operating budget.
- Assists the bookkeeping department of the central office with the inventory of equipment
- In coordination with the Transportation Manager, responds to all bus accidents at the scene as soon as they occur, takes pictures of the scene, makes reports to the insurance company and obtains police reports as required.
- Assists the Transportation Manager in monitoring employees' certification and licensing requirements.
- Makes recommendations to the Transportation Manager for employee discipline or termination.
- Knowledgeable of all federal, state and district laws, policies and regulations.
- Maintains a current list of substitute bus operators.
- Supports bus operators, bus attendants, and the shop helper in accomplishing their job responsibilities.
- Available by telephone for operators requiring substitute operators.

PROFESSIONAL RESPONSIBILITIES:

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm,

cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date