

Oregon Child Development Coalition

JOB DESCRIPTION

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| Position Title: | Transportation Assistant (Washington County Only) |
| Wage/Hour/Status: | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |
| Pay Grade: | 8 |
| Reports to: | Transportation Coordinator |
| <i>Employee's signature of acknowledgment and understanding of this document:</i> | |
| _____ | _____ |
| <i>Name</i> | <i>Date</i> |

Position Summary:

Assists Transportation Coordinator with compliance of OCDC and state regulations associated with transporting children on a school bus. Ensures that highest possible safety standards are followed in the operation and maintenance of the assigned vehicle. Maintains required records, provide and assist in the coordination of required trainings and route development. Transports program children and parents to center activities, to and from home in a safe and enjoyable manner.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Establishes efficient and safe routes for children enrolled in the program following the established OCDC, state and federal guidelines and evaluating and coordinating the daily operation of transportation services by:
 - Designing service areas and involving parents in the final determination.
 - Coordinating with appropriate staff at the time of initial enrollment to develop routes, notify families and ensure a smooth transition.
 - Reviewing and planning route changes.
 - Facilitating the information exchange of routes to maintain clear understanding in the event substitute personnel is called upon to perform the route.
 - Determining appropriate child restraints for children on the school bus.
 - Collaborating with center personnel to maintain updated roster.
 - Coordinating any other transportation with center staff.
 - Managing the staffing and schedule of transportation personnel.
 - Ensuring all driver and type 10 files are complete.
2. Assists Transportation Coordinator with compliance of OCDC and state regulations associated with transporting children on a school bus by:
 - Keeping school buses clean and properly sanitized.

- Performing complete and thorough daily pre-trip inspections and reporting equipment concerns and maintenance problems.
 - Maintaining a regular route, if required.
 - Ensuring all passengers, children and parents are seated and buckled at all times.
 - Keeping daily roster and other related logs as needed.
3. Maintains technical knowledge by:
 - Participating in training by OCDC staff and Oregon Department of Education (ODE) as required.
 - Maintaining all mandated training as required by ODE and/or other state or federal agencies.
 - Maintaining a current CDL and Oregon School Bus Certificate.
 4. Facilitates a positive communication with children, parents and county staff by:
 - Relaying information to families about classroom, health, and county activities.
 - Assisting with transportation meetings.
 - Assisting in relaying notes and messages from parents to designated county staff.
 - Ensuring a pleasant and safe drive for the children and work collaboratively with assigned Bus Assistant to apply the Agency behavioral philosophies to reduce conflicts or excessive noise.
 - Supporting Bus Assistant in communicating with families.
 - Assisting supervisor with communication between supervisor, families and staff.
 - Providing training to transportation staff, parents and children as requested by supervisor.
 5. Assists Transportation Coordinator in the coordination of vehicle maintenance to ensure safety and compliance with state and federal specification standards and as outlined through OCDC practice by:
 - Tracking and scheduling maintenance and emergency repairs.
 - Working with supervisor to coordinate annual inspections of all vehicles used to transport children.
 - Inputting maintenance data into computer program.
 - Furnishing vehicles with appropriate supplies as needed.
 6. Contributes to team effort by:
 - Attending local staff and parent meetings.
 - Establishing open and positive communication and interaction with all staff.
 - Providing positive and constructive input to all aspects of the program.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
 7. Maintains confidence and protects OCDC operations by:
 - Keeping information confidential.

8. Provides emergency services as a Mandatory First Responder by:
 - Responding to child/adult emergencies by using First Aid and CPR skills.
 - Contacting appropriate medical personnel.
 - Ensuring documentation related to incident is completed.
 - Participating in fire drills and assisting in the evacuation of the children.
9. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with OCDC safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Collaborating with management staff for the prompt completion of injury investigation, corrective actions, and inspections as required.
10. Other responsibilities:
 - Performing other work related or assigned duties as requested by Transportation Coordinator or Program Support Manager.
 - Demonstrated knowledge of Head Start system.
11. Other duties as assigned.

Education and Job Requirements:

High School diploma/GED, or enrolled in a GED program with a minimum of 3 years of experience driving a school bus. Possess knowledge of vehicle safety, defensive driving, vehicle maintenance, and Federal and State regulations relating to transportation.

Other Job Requirements:

1. Must pass Oregon Department of Transportation (ODOT) required physical examination. TB test documented.
2. Ability to travel occasionally.
3. Ability to pass agency sponsored physical examination.
4. Possess a valid Oregon commercial driver's license (CDL) with appropriate endorsements for driving an Oregon school bus.
5. Possess and maintain driving record acceptable by Oregon Department of Education (ODE) standards, and current auto insurance coverage.
6. Possess a valid Oregon School Bus Certificate.
7. Ability to relate positively to children and adults.
8. Must be enrolled in Oregon Criminal History Registry.
9. Must possess a current and valid First Aid card and infant/child CPR and the number of training hours required by ODE.
10. Must submit to drug testing as required by the ODOT.
11. THIS IS A MANDATED FIRST RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
2. Excellent communication and organizational skills.
3. Effective training/development skills.
4. Ability to read and comprehend simple instructions, short correspondence, and memos.
5. Ability to write simple correspondence.
6. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees in the organization.
7. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's and able to perform these operations using units of American money and weight measurement, volume, and distance.
8. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
9. Ability to deal with problems involving a few concrete variables in standardized situations.
10. Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general OCDC policy constraints, but requires independent decision making.

Physical Requirements of the Job:

Must pass the Oregon Department of Transportation physical requirements and an EKG (if required by physician). Ability to open and close a manually operated bus entrance door control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17 ½ inches; operate two hand and two foot controls simultaneously and quickly; have a reaction time of ¾ a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of a least 90 pounds; depress a clutch pedal with the foot to a pressure of a least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 X 48 inches at least 42 inches from the ground in ten seconds or less.

Job Conditions:

May work outdoors intermittently with exposure to cold and hot weather conditions. Working evenings during special center activities and early morning hours, may require split shift (early a.m./late p.m.). Will be working in a close environment with a lot of interaction with noisy and active children. Exposure to heat variation and exhaust fumes from the bus.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Considerable amount of variable levels of concentration while performing driving duties. Able to react in a supportive and positive manner during emergencies.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.