

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Transportation Coordinator I, II, III

Wage/Hour/Status: Exempt Non-Exempt

Pay Grade: 8, 9, and 10

Reports to: Program Director

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Oversees county compliance with federal, state and OCDC transportation regulations. Maintains staff performance and technical knowledge. Facilitates positive communication. Ensures transportation-mandated training for designated staff.

Essential Functions:

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

1. Oversees county compliance with federal, state, and OCDC transportation regulations by:
 - Developing routes
 - Monitoring driver files
 - Monitoring and coordinating vehicle maintenance and all necessary contracts.
 - Managing the daily staffing and scheduling for transportation services.
 - Overseeing the county type 10 program
 - Managing all mandated transportation activities
 - Monitoring bus rosters
 - Participating in enrollment
 - Ensuring children are in appropriate child restraint systems.

2. Maintains transportation staff performance results by:
 - Supervising school bus drivers and bus assistants
 - Conducting performance reviews.
 - Implementing staff disciplinary procedures in accordance with Agency policy and procedures.
 - Conducting interviews and ensuring appropriate county staffing.
 - Substituting as a school bus driver.
 - Reviewing and authorizing staff time records and overtime to ensure compliance.
 - Ensuring compliance with Agency occupational safety and health standards

3. Maintains technical knowledge by:
 - Participating in training by Agency staff and the Oregon Department of Education (ODE) as required.
 - Maintaining all mandated training as required by the Oregon Department of Education (ODE) and/or other state or federal agencies.
 - Maintains current CDL and Oregon school bus certification.
4. Facilitates a positive communication with children, parents and county staff by:
 - Attending county meetings.
 - Maintaining communications with county management team.
 - Serving as a strong communication link between center staff and transportation personnel to facilitate the flow of information.
 - Integrating the delivery of quality transportation services with all other program service areas to ensure a safe, educational and healthy environment.
 - Conducting regular meeting with transportation staff to problem solve, address concerns and improve services.
 - Collaborating with management staff to address concerns in advocacy meetings and with parents.
5. Ensures and/or provides training to county staff to consistently maintain a knowledgeable workforce and observe state and federal requirements by:
 - Providing county staff with pre-service and in-service training.
 - Preparing and coordinating with county staff educational training relating to transportation safety for families, children and volunteers.
 - Accessing community resources to obtain and maintain transportation staff training mandates.
 - Performing type 10 training for designated staff and maintaining necessary documentation.
 - Ensuring parents receive mandated pedestrian training
8. 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.
9. Maintains confidence and protects agency operations by:
 - Keeping information confidential.
10. Provides emergency services as an 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.

11. Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency 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.
12. Other responsibilities:
 - Performing other work related or assigned duties as requested.

Education and Job Requirements:

High School diploma, or GED with a minimum of 3 years of experience driving a school bus. A minimum of 2 years experience in managing school bus transportation systems, supervising personnel, delivering training and routing school buses. Head Start experience preferred. Oregon Department of Education training certification preferred.

Other Job Requirements:

1. Must pass Department of Transportation (DOT) required physical examination. TB test documented.
2. Possess knowledge of vehicle safety, defensive driving, vehicle maintenance, and Federal and State regulations relating to transportation.
3. Possess current First Aid and CPR cards with infant/child CPR.
4. Ability to travel occasionally.
5. Good Computer skills
6. Possess a valid CDL and school bus certificate, acceptable driving record, and current auto insurance coverage.
7. Ability to relate positively to children and adults.
8. Must be enrolled in Oregon Criminal History Registry.
9. Must submit to drug testing as required by the Department of Transportation
10. THIS IS A MANDATED FIRST RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred.
2. Excellent communication skills.
3. Effective training/development skills.
4. Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but require independent decision-making.

Physical Requirements of the Job:

Must pass the Department of Transportation physical requirements. 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 evening during special center activities and during 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.

Tier I Counties have a combination of programs serving up to 129 children.

Tier II Counties have a combination of programs serving 130 to 299 children.

Tier III Counties have a combination of programs serving over 300 children.

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.