

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

| | | |
|---------------------------------|---|--|
| TITLE: | District Office Specialist - Transportation | |
| REQUIREMENTS: | Approved for employment through an Oregon School based fingerprint screening. | REPORTS TO: Transportation Supervisor |
| EDUCATION: | Associates in Accounting preferred | FLSA Status: Non-Exempt |
| LENGTH OF WORK YEAR: | Hours and days as specified on posting | |
| EVALUATION: | Performance of this job will be evaluated annually in accordance with Klamath County School District policies. | |
| GENERAL JOB DESCRIPTION: | <p>Coordinating the work regarding dispatch coverage, bus and driver availability, trip systems, emergency response, and work prioritization in conjunction with supervisor. Provide advanced level of dispatch solutions, tracking functions, scenario applications, data generation, and route configurations. Quantify and verifying information and data necessary for budget development and transportation reports as needed. Evaluating and monitoring drivers to ensure compliance pertaining to drug and alcohol testing and physical capacity as outlined by Oregon Department of Motor Vehicles, Oregon Department of Transportation, and Oregon Department of Education. Assisting supervisor in maintaining department readiness for inclement weather, collision, emergency response plans, cyclical workloads, cost containment, and attendance patterns. Providing drivers with the most current route, student information, schedules, maps, and directions. Providing oversight in the effective utilization of substitute drivers and paraprofessionals in conjunction with supervisor. Knowledge of policies and procedures pertaining to drug and alcohol testing programs for CDL driver. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheet.</p> | |

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Receive and direct telephone correspondence in a courteous, efficient and timely manner.
2. Communicates changes or information to school bus drivers via two-way radio.
3. Do all necessary typing, duplication and other office procedures.
4. Handle office visitors in a manner requiring the application of considerable knowledge of school district policies.
5. Professionally prepare correspondence, policies, protocols, procedures, handbooks and reports on a computer and circulate as needed.
6. Handle all processing of payroll and tracks of leave balances for the transportation department.
7. Assists in preparing transportation reports as needed.
8. Be knowledgeable of transportation policies and procedures and convey them.
9. Keep all records and files in an organized system.
10. Follows written and verbal direction, maintains a high level of confidentiality, and takes the initiative when necessary. Ability to effectively communicate complex issues with a high level of effectiveness to staff, employees, and supervisors.
11. Ability to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.
12. Skilled in the uses of office and routing software.
13. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
14. Keeping routes, maps, and directions updated.
15. Attends seminars and conferences as necessary to keep updated on new legislation/rules.
16. Schedule random and post-accident drug and alcohol testing for CDL driver as required by State and Federal regulations.

17. Knowing when to advise drivers and when to refer drivers to the supervisor concerning problems they encounter on bus routes.
18. Scheduling drivers and buses for athletic and curriculum trips.
19. Inspecting buses for cleanliness.
20. Tracking and verifying drivers reporting to work on time, buses leaving on time and maintaining set time schedules.
21. Learn streets and roads within district boundaries, and read and interpret maps.
22. Coordinates with Human Resources on new employees to validate and/or resolve any issues concerning compensation.
23. Works in an environment with frequent interruptions and changing tasks and priorities.
24. Regular attendance is an essential function of this position.
25. Additional duties as assigned by Transportation Supervisor, or Administrator.

PHYSICAL REQUIREMENTS (Mark appropriate box)

| LIFTING | | | | | |
|---|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | X | |
| 11-20 lbs. | | | X | | |
| 21-50 lbs. | | X | | | |
| 51-75 lbs. | X | | | | |
| 76-100 lbs. | X | | | | |
| > 100 lbs. | X | | | | |
| Maximum amount lifted by worker without assistance: No more than 75 lbs. | | | | | |
| If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices. | | | | | |

| CARRYING | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | X | |
| 11-20 lbs. | | | X | | |
| 21-50 lbs. | | X | | | |
| 51-75 lbs. | X | | | | |
| 76-100 lbs. | X | | | | |
| > 100 lbs. | X | | | | |
| Maximum amount carried by worker without assistance: No more than 75 lbs. | | | | | |
| If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices. | | | | | |

| PUSHING/PULLING FORCE TO BE EXERTED | | | | | |
|--|-------|----------------|-----------------------|----------------------|-------------------------|
| Pounds | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| 1-10 lbs. | | | | X | |
| 11-20 lbs. | | | X | | |
| 21-50 lbs. | | X | | | |
| 51-75 lbs. | X | | | | |
| 76-100 lbs. | X | | | | |
| > 100 lbs. | X | | | | |
| Maximum weight of object pushed/pulled by worker: No more than 75 lbs. | | | | | |
| Distance: <u>300 ft.</u> Type of Surface: (i.e. level, carpet, tile): <u>carpet/tile</u> | | | | | |

| ENVIRONMENT (WORK CONDITIONS) | |
|---------------------------------------|---|
| Works Inside <u>100</u> % of the time | / Works Outside <u>0</u> % of the time. |
| Temperature Extremes: No | |

Works on or around moving machinery or mechanical parts: No

| OTHER PHYSICAL DEMANDS | | | | | |
|----------------------------|-------|----------------|-----------------------|----------------------|-------------------------|
| Activity | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% |
| Bend/Stoop | | | | X | |
| Twist | | | | X | |
| Crouch/Squat | | | | X | |
| Kneel | | X | | | |
| Crawl | X | | | | |
| Walk-Level Surface | | | | X | |
| Walk-Uneven Surface | | | X | | |
| Climb Steps | | | X | | |
| Climb Ladder | | X | | | |
| Work at Heights | | X | | | |
| Reach at or Above Shoulder | | | | X | |
| Reach Below Shoulder | | | | X | |
| Use of Arms | | | | X | |
| Use of Wrists | | | | X | |
| Use of Hands | | | | X | |
| Grasping/Squeezing | | | | X | |
| Operate Foot Controls | | X | | | |

| ENDURANCE | | | | | | | |
|------------------|-------|----------------|-----------------------|----------------------|-------------------------|----------------------------|------------------------------|
| Activity | Never | Seldom 1-5% | Occasionally 6-33% | Frequently 34-66% | Continuously 67-100% | Total Hours At One Time | Total Hours In A Work Day |
| Sitting | | | | | X | 7 hours | 8 hours |
| Standing | | | | X | | .5 hours | 8 hours |
| Walking | | | | X | | .5 hours | 8 hours |
| Change Positions | | | | X | | | |

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date

