

Killeen Independent School District Job Description

Job Title: Driver /Fuel Lead
Reports To: Transportation Support Supervisor
FLSA Status: Non-exempt 226 Days

SUMMARY

Maintains Transportation facility bulk fuel levels. Oversees fleet dispensing operations. Facilitates a safe school bus environment by ensuring that school buses fuel and lubricant levels are properly documented and maintained. Maintains serviceability of all Transportation Fleet GPS and school bus video systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Regularly drives a school bus; Performs duties and functions of the school bus driver position and maintains all certifications required to perform this duty.

Oversees fleet service bus washers in the performance of daily bus washing duties. Schedules bus washing and maintains a current status of past and future schedules; assures exterior cleanliness and appearance of the bus fleet.

Oversees fleet service fuelers in the performance of daily fueling and systems inspection operations. Maintains all district-owned fuel servicing facilities, including pump islands and automated fuel delivery and environmental monitoring system.

Performs or schedules repairs and preventive maintenance services of fuel station equipment; monitors field work to ensure proper performance and appropriate use of materials. Maintains and verifies fuel records.

Responsible for inventories fuel levels; submits orders fuel requests to Transportation Support Supervisor as required to ensure continuing fuel availability.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Assists with enforcement of administrative policies, procedures, safety rules, and governmental regulations. Enforces State, Federal and District safety rules and regulations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all individuals engaged in fleet support fueling, bus washing operations. Carries out supervisory responsibilities in accordance with organizational policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; Recommending employee reward and discipline; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must possess a high school diploma or hold a general education degree (GED) certificate, Commercial Driver's License (Class A or B), and 2 years of, behind the wheel, school bus transportation experience.

OTHER QUALIFICATIONS

Must be 21 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Must be familiar with troubleshooting of automated systems (hardware and software) and be able to operate an IBM-compatible computer, utilizing the District's standard software products, plus any additional software that may be unique to the position.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain Underground Storage Tank (UST) Facility Class A and Class B certification within 30 days of employment (training class availability permitting). Texas Association for Pupil Transportation (TAPT) certification preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. In addition, continual sitting, reaching, and repetitive hand and arm motions, frequent walking, stooping, bending, kneeling, crouching, crawling,

pushing and pulling may be required. Moderate lifting and/or carrying up to 50 pounds or more. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although, while performing the duties of this job, the primary work environment is in an office setting, the employee might frequently be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and vibration. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually moderate.

Prepared Date: May 17, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.