

**Killeen Independent School District
Job Description**

Job Title: Transportation Operations Foreman (Remote)
Reports To: Transportation Specialist (Remote)
FLSA Status: Non-exempt

SUMMARY:

Directs and coordinates activities of the remote location transportation operations to obtain optimum use of equipment, facilities, and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Supervises Driver Staff at remote facility, making sure that time schedules are met and that the appropriate documentation is maintained.

Organizes data received from the drivers and other management personnel, and assists in the preparation of state and local reports.

Enforces compliance with administrative policies, procedures, safety rules, and governmental regulations.

Monitors bus washing times and fueling operations. Checks for interior/exterior cleanliness and appearance of bus fleet.

Makes presentations during driver in-service training and small group meetings, and assists in department-wide staff development programs as needed.

Investigates accidents/incidents and conducts or recommends follow-up training as needed.

Confers and cooperates with other management personnel in formulating administrative and operational policies and procedures.

Recommends capital expenditures for acquisition of new equipment to increase efficiency and services as well as the requisition of equipment, materials, and supplies within limits of the department budget.

Reviews and analyzes operations reports to determine need for expansion of existing schedules or expansion of routes. Prepares recommendations for management evaluation.

Enforces compliance with administrative policies, procedures, safety rules, and governmental regulations.

Investigates causes of customer complaints and responds accordingly.

Evaluates driver personnel; coach, mentor, and counsel employees.

Serves as a substitute bus driver or monitor as needed, performing duties and functions of these positions, and maintaining all licenses and certifications required to perform these duties.

Acts as emergency Dispatcher; operates two-way radio equipment and communicates information required for continuing operation of all transportation functions. Uses radio communications log to record important events and time of occurrence.

Assists in receiving and completing Call-In Log forms, and routing them and other operations information to appropriate operations and administrative personnel. Assists in preparation of student misconduct referrals.

Assists with equipment procurement process by reviewing specifications and conducting product evaluations.

Provides administrative support for the section as required.

Performs such other tasks as may be assigned by the Transportation Operations Specialist or the Director for Transportation Services.

SUPERVISORY RESPONSIBILITIES:

This position supervises the remote driver staff.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and five years related experience and/or training; or equivalent combination of education and experience. Must have a minimum of two years experience as a school bus driver.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. 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:

This position requires that the employee 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 be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements and without air brake restrictions; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety.

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; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual sitting, reaching, and repetitive hand and arm motions. 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. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Ability to occasionally operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, distance 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 the primary work environment is in an office setting, the duties of this job require the employee to occasionally be exposed to wet and/or humid outside conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS:

Must be 21 years of age or older. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (While employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver Certification Course (20 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.

Revised Date: October 30, 2015

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.