

Killeen Independent School District

Job Description

Job Title: Transportation Discipline Liaison
Reports to: Transportation Operations Specialist
FLSA Status: Non-Exempt

SUMMARY:

Responsible for preparing bus discipline and safety referrals and forwarding them to the appropriate campus for resolution. Actions taken by campus disciplinarian will be tracked for completion so drivers may be promptly advised of student bus suspensions or other disciplinary actions. Historical data will be maintained for identification of students with persistent safety violations and drivers with an inordinate number of incident referrals. Assists in overseeing the video monitoring systems used on district buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Use automated Discipline referral system to process student misconduct referrals. Establish and maintain files and suspense actions for all bus-related referrals.

Maintain blank forms and make available to drivers.

Collect and process referral forms; ensure proper completion; submit completed forms to respective campuses for action.

Maintain daily log of referrals and track return from campuses. Answer inquiries on status of pending referrals; check with respective campus as required.

Process completed referral forms from campuses; advise drivers of actions taken; file completed actions.

Answer inquiries on status of pending referrals; check with respective campus as required.

Assist in sending and tracking videos forwarded to campuses for review.

Assist with daily management of video monitoring program.

Serve 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.

Act as a substitute Dispatcher; operate two-way radio equipment and communicate information required for continuing operation of all transportation functions. Use Radio Communication Log to record important events and time of occurrence.

Assist in receiving and completing Call In Log forms and routing them and other operations information to appropriate operations and administrative personnel. Assist in preparation of departmental reports such as student conduct referrals and state and local transportation reports.

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

Investigate incidents and conduct or recommend follow-up training as needed.

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

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

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

To perform this job successfully, 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 or EXPERIENCE:

High school diploma or general education degree (GED). 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 procedural 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. Ability to communicate with distraught parents regarding discipline issues.

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. Advice and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Texas commercial driver's license (Class A or B) with passenger and air brake endorsements. Current Texas School Bus Driver's Training Certificate 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 accommodation 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 environment is usually moderate.

OTHER QUALIFICATIONS:

Must be 20 years of age. Must have acceptable driving record according to Texas Education Agency Standards. Must pass pre-employment drug test and physical. While employed, employee must participate in random drug and alcohol testing program and must take and pass annual physicals. Must also complete Texas School Bus Driver 20 hour Certification Course and 8 Hour Recertification courses (Recertification required every three years).

Revised Date: October 13, 2017

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.