

Killeen Independent School District Job Description

Job Title: Transportation Operations Foreman
Department: Transportation Services
Reports To: Transportation Operations Specialist
FLSA Status: Non-exempt

SUMMARY

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

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

Supervises regular Driver Staff, making sure that time schedules are met and that the appropriate documentation is maintained. Evaluates driver personnel; coach, mentor, and counsel employees.

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.

Schedules bus washing times and assures interior/exterior cleanliness and appearance of bus fleet.

Makes presentations during driver inservice 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.

Supervises the distribution functions of the District and schedules deliveries and support to various District departments.

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.

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

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 substitute 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.

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

SUPERVISORY RESPONSIBILITIES

This position supervises the regular education driver staff, eight distribution employees, and two dispatchers.

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 possess current class B Commercial Driver's license with air brake and passenger endorsements, along with the applicable State school bus driver certification requirements.

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 20 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.

Prepared By: Tom Schatte, Professional Standards Administrator
Prepared Date: September 14, 1999
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

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.