

## Union Public Schools Job Description

**Position Title:** Transportation Lead  
**Department:** Transportation  
**Reports To:** Director of Transportation

**FLSA Designation:** Non-exempt

**SUMMARY:** To oversee and transport students to and from school safely.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Oversees pre-trip inspections of vehicle before each route and report all mechanical defects to transportation supervisor or his designee.
- Promotes a positive image of the school District through proper dress; proper school bus operations; and in dealings with parents, teachers, patrons, and all school personnel.
- Oversees that buses are clean inside and out, including regular cleaning of windows and mirrors.
- Fuels buses as required.
- Obeys all state and local traffic laws.
- Possess knowledge of all State and Local traffic laws, especially those pertaining to the safe operation of school buses.
- Adheres to all Union Public Schools Board policies and transportation department procedures.
- Completes all training and pass all written and skills exams associated with training.
- Follows the assertive discipline plan for handling discipline problems on the school bus.
- Drives on any bus or route as assigned by the Director of Transportation or his designee.
- Oversees and completes all paperwork as required by the Director of Transportation or his designee.
- Attends all in-service training classes.
- Keeps route information updated including route maps.
- Uses the steps for picking up and discharging students as per the Oklahoma State Department of Education guidelines.
- Runs all bus routes on a designated schedule.
- Performs all practice emergency evacuations as scheduled.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) have no points on driving records and able to pass physical including drug test.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Have valid Oklahoma Commercial Driver's License, class B, with a passenger endorsement, and air brakes qualified. Meet all Oklahoma State Department of Education requirements for school bus driver certification, and have a good driving record

**LANGUAGE SKILLS:** Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to physically manage students and equipment. Be able to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to supervise children, with experience in childcare supervision preferred. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**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 frequently required to sit and is occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp equipment or students. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Pass all required drug screens. Must not be insulin dependent diabetic.

**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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently loud enough that the employee must raise his/ her voice to be heard.