

Hays Consolidated ISD

Coordinator of Transportation Staffing (TRANS - 9257a)

JOB POSTING

Job Details

Title

Coordinator of Transportation Staffing

Posting ID

TRANS - 9257a

Description

Wage/Hour Status: Exempt

Pay Grade: BP03, 230 Days

Compensation Rates listed Effective 08/02/2021

Primary Purpose:

Under the direction of the Director of Transportation he/she will coordinate/assist with all interviews for the Transportation department. Additionally, he/she will assist in personnel functions to include but not limited to: recruitment, maintenance and update of personnel files, workers compensation, time study/management, salary schedules and other related administrative duties or tasks as directed.

Qualifications:

Minimum Education/Certification:

Bachelor's Degree (Preferred)

High school diploma or equivalent with additional appropriate education and/or training.

Valid Texas Commercial Driver License with passenger and school bus endorsements or ability to obtain within 90 days of employment.

Valid Texas School Bus Driver Certification or ability to obtain within 90 days of employment.

Must pass school bus driver physical examination for physical and emotional stability.

Maintain an acceptable Motor Vehicle Report (MVR).

Must be able to read, write and speak English.

Certified Drug/Alcohol Awareness Program Supervisor. (Preferred)

Texas Association of Pupil Transportation Supervisor or Official certification. (Preferred)

Bilingual (Preferred)

Special Knowledge/Skills:

Ability to teach groups of students and bus drivers.

Effective verbal and written communication.

High level of proficiency with Microsoft Excel, Word, Outlook and Publisher.

Documentation and record keeping procedure abilities.

Strong organizational skills.

Problem solving abilities.

Be familiar with roads, subdivisions, campuses, attendance zones and boundaries, and individual school programs.

Knowledge and ability to assist with the preparation of specific state and federal reports.

Knowledge of state and federal regulations for pupil transportation.

Knowledge of the automated fuel dispensing system.

General knowledge of operations/safety within a commercial transportation field.

Ability to interpret ARD's as they effect transportation.

Ability to implement 49 CFR Part 382, Drug and Alcohol Testing Requirements.

Ability to make critical decisions in pressure situations; ability to handle multiple tasks simultaneously.

Experience:

Five years applicable school transportation experience.

Major Responsibilities and Duties:

1. Facilitate interviews for new hire, inform and direct new prospective employees in certification and training requirements.
2. Review, screen, and maintain applications and resumes.
3. Conduct background screening and fingerprint uploads for all prospective employees.
4. Coordinate 90-day performance evaluation of new drivers/monitors.
5. Coordinate new hire paperwork and new hire orientation meetings.

6. Assist with the instruction of new transportation employees; check performance for compliance with state and local requirements.
7. Ensure new employees are trained in CDL, Drug and Alcohol Education, TEA Certification, Policy and Procedures, Student Management, and Special Needs.
8. Work with Central Payroll to correctly enter and manage employee information, payroll in various systems, and any payroll discrepancies of transportation hourly employees.
9. Provide oversight and direction to department employees regarding work place safety.
10. Assist with the creation of training manuals, Operations Handbook.
11. Publish department newsletter.
12. Assist in preparation of special events, and in-service training.
13. Monitor traffic and weather conditions.
14. Respond to concerns related to transportation employee performance of their duties, responsibilities and safety issues. Document, counsel and report to Transportation Director.
15. Communicate with campus administrators on student conduct issues and parental concerns. Coordinate and attend parent-driver conferences. Work with campuses regarding drug and gang activity on the bus.
16. Assist Training/Safety Coordinator to ensure all training goals are met.
17. Attend job fairs and other events for recruitment of bus drivers and monitors.
18. Serve as a substitute or extra-curricular trip driver or bus monitor when needed and meet all bus driver or monitor performance responsibilities when doing so.
19. Attend continuing education conferences and seminars on transportation issues to ensure the department remains in compliance with all federal and state guidelines as well as uses "best practice" for all safety issues.
20. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of designated transportation staff members.

Equipment Used:

School bus and all related equipment, personal computer, transportation operations software programs, copier, telephone, two-way radio, fax machine, TV/DVD and camera.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Paperwork processing, classroom teaching, bending, stooping, twisting, turning, reaching, lifting up to 50 pounds, carrying, pulling, pushing, climbing, and extensive sitting, normal office environment, frequent interruptions and possibility of extended hours, outside, excessive heat, excessive cold, excessive humidity, excessive dampness or chilling, intermittent noise, fumes, wind and dust. Emotionally well balanced to be able to deal with any emergency situation that could arise.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Shift Type

Full-Time

Salary Range

\$240.20 - \$292.92 / Salary (Exempt)

Location

TRANSPORTATION

Applications Accepted

Start Date

07/22/2021

Job Contact

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Anthony Shields

Title

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Transportation**

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