

Job Title: Transportation Specialist	Reports To: Transportation Supervisor
Department: Operations	Status: Extended Year/Full-Time/Non-Exempt
Location: Central Office	Prepared Date: December 2020

Position Overview

Directs and administers training and safety programs for the Transportation Department for Michigan Family Resources in an environment of continuous program improvement

Essential Duties and Responsibilities *may include but not limited to the following:*

- Adheres to established guidelines in accordance with State and Federal Departments of Transportation, State of Michigan CIS Licensing requirements and agency policies and procedures
- Assists the Transportation Supervisor with duties as needed
- Assists in maintaining communication with parents, transportation staff and agency staff through radio, telephone and e-mail contact
- Fills in for absent drivers covering field trips
- Monitors all department trainings
- Schedules and provides routine safety training for department personnel

Supervisory Responsibilities

No supervisory responsibilities

Educational Requirements

- Bachelor's degree with Commercial Driver's License (CDL) preferred or ability to get CDL with Passenger (P) and School Bus (S) endorsements within 90 days.
- Associate's degree with 3-5 years' experience and have a Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsement.
- High school Graduate with 5-7 years' experience and have a Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- Minimum of five years of driving experience and a safe driving record as required by CIS licensing and our insurance carrier with less than six points. Ability to read and understand street and road maps in detail. Obtain and maintain both CPR and First Aide certification. Must pass annual DOT physical.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical Thinking
- Leadership
- Decision Making
- Written Communication
- Verbal Communication
- Problem Solving

Physical Requirements (Subject to change)

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.

- Able to provide light cleaning of bus and/or office space.
- Able to stoop, crawl, kneel and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor.
- Able to sit for prolonged periods of time while performing work duties.
- Visual and auditory acuity, including but not limited to: effectively driving the school bus, reading road signs, recognizing traffic signals, and reading medication backpack information.
- Ability to lift and carry up to forty (40) pounds, if you are required to lift over forty (40) pounds in a non-emergency situation, you are required to ask for assistance.
 - In some emergency situations you may be required to lift over forty (40) pounds.
- Requires ability to sit, stand, bend, stoop, push, reach and turn and ability to walk, run and keep up with children, including off-loading in an emergency situation.
- Able to walk up and down stair ways into the bus.
- Able to provide visual and auditory supervision of children while on school bus, including hearing when a seatbelt clicks in order to leave the loading site.
- Able to make timely decisions.
- Able to provide pre and post trip inspections of school bus, including lifting hood to check fluid levels of engine, transmission and brakes.
- Able to manually open and close passenger door of school bus, including grasping, bending wrists, and pulling handle mechanism to open up door.
- Able to obtain as well as maintain a DOT CDL.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.