

# TRANSPORTATION

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# SCHOOL BUS DRIVER

## QUALIFICATIONS:

- I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
  - I. At least 21 years of age.
  - II. Possess a valid Class B, CDL Maine Driver's License.
  - III. Physical examination by a licensed Doctor of Medicine within 60 days prior to the date of employment.
  - IV. Minimum of 20 hours of on the road training.
  - V. No addiction to the use of alcohol or narcotic drugs. Must submit to Drug and Alcohol history check for DOT regulated testing

REPORTS TO: Director of Transportation.

## JOB GOAL:

To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

## PERFORMANCE RESPONSIBILITIES:

- I. Assumes personal responsibility for obeying all traffic laws and for compliance with the regulations of the Maine Association of Pupil Transportation governing the operation of school buses.
- II. Assumes responsibility for the safety of children on the bus conforming to safety regulations.
- III. Conducts a daily exterior and interior safety check of bus. Notifies bus maintenance personnel of any mechanical issues.
- IV. Cleans interior of bus daily and washes exterior as needed.
- V. Maintains discipline when students are on the bus. Reports behavior problems to the appropriate administrator.
- VI. Picks up and drops off students at regularly scheduled neighborhood locations following strict time schedules.
- VII. Transports only authorized students.
- VIII. Enforces regulation of no eating on the bus.
- IX. Receives training in CPR and first aid procedures including the use of epipens yearly.
- X. Reports all accidents and completes required reports.
- XI. Follows the work rules.

#### TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

#### WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, working alone

#### EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which job goals are met. The Directors of Facilities and Transportation will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

#### NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revised Draft: February 9, 2012

Revision Approved: June 20, 2012

# SCHOOL BUS MAINTENANCE WORKER

## QUALIFICATIONS:

- I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
  - I. Knowledge of basic skills in vehicle maintenance, the ability to make limited repairs to buses and components, and minor body and upholstery repairs.
  - II. Good work habits.
  - III. Dependability and ability to work without supervision.
  - IV. Ability to communicate effectively, both orally and in writing.
  - V. Ability to maintain positive relations with students, school and town personnel, supervisors, and citizens at all times.
  - VI. Ability to schedule work and undertake multiple tasks.
  - VII. Familiarity with two-way radio equipment and transmission procedures.
  - VIII. Possession of a valid CDL Class B Motor Vehicle License, with a School Bus Y and P Endorsement.
  - IX. Such alternatives as the Administration may find appropriate and acceptable.
  - X. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Director of Transportation and/or Public Work Garage Foreman.

## JOB GOAL:

To help keep the district's buses in such a state of operating excellence that they present no problems or interruptions to the educational program.

## PERFORMANCE RESPONSIBILITIES:

- I. Coordinates routine maintenance of school buses.
- II. Performs minor bodywork and/or repairs.
- III. Replaces windows and body lights as needed.
- IV. Maintains adequate inventory of cleaning supplies.
- V. Cleans vehicle maintenance areas as needed.

VI. Maintains electrical block heater harnesses and related controls.

VII. Performs other tasks as may be assigned by supervisor.

**TERMS OF EMPLOYMENT:**

Pat-time, twelve month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager

**WORKING CONDITIONS:**

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: climbing a ladder, adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, operating

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, working alone

**EVALUATION:**

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which job goals are met.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

# TRANSPORTATION SCHEDULER

## QUALIFICATIONS:

- I. Education/Certification: High School diploma or equivalent plus post-secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills:
  - I. Knowledge, understanding, and demonstrated ability to communicate effectively.
  - II. Demonstrated aptitude for assigned responsibilities.
  - III. Must be computer literate and experienced with Microsoft Office Suite.
  - IV. Ability to follow oral and written instruction; good work habits; dependable; ability to maintain positive relations with bus drivers, faculty, parents, and administrators.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Directors of Facilities and Transportation

## JOB GOAL:

Assist in the process of running an effective and efficient transportation system including but not limited to, scheduling driver assignments in an equitable manner while ensuring safety of all riders.

## PERFORMANCE RESPONSIBILITIES:

- I. Receives, responds to, and schedules all requests pertaining to transportation:
  1. To and from school.
  2. Athletic Contests.
  3. Co Curricular Activities.
  4. Field Trips
- II. Acts as a coordinator for above services with drivers.
- III. Responsible for performing clerical duties associated with all aspects of:
  - I. Scheduling field trips and athletic trips.
  - II. Schedule drivers during non-driving times.

III. Review and update bus runs annually.

IV. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” to ensure quality and consistency in scheduling.

V. Contributes to office coverage.

VI. Performs other duties and assumes such other responsibilities as assigned by the Directors of Facilities and Transportation.

#### TERMS OF EMPLOYMENT:

Twelve month year. Compensation in accordance with recommendations established by Superintendent and Business Manager.

#### WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, organizing, planning, scheduling, documenting, coordinating, implementing

Physical Demands: sitting, computer work, inspections, oral communication, climbing steps

Environmental Conditions: working outside, slippery surfaces, chemical exposure, biological exposure, working around moving vehicles

#### EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Directors of Facilities and Transportation will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

#### NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

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