

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: TRANSPORTION SUPPORT SERVICES SPECIALIST

TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and technical work in the Transportation Department. The employee is responsible to arrange for contract transportation for special needs students or students enrolled in special programs; manages the day-to-day motor coach transportation program in support of school field trips; assists the Supervisor, Special Needs Route Operations & Support Services in developing and monitoring the budget; compiling local and state reports. Compiles and bills transportation costs for extended learning programs. Due to the sensitive nature of special needs transportation information, employee must exercise independent judgment and initiative in the performance of assigned duties. Reports to the Supervisor, Special Needs Route Operations & Support Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Arranges for and approves contract transportation source for special needs students or students enrolled in special programs who cannot be served by a GCS school bus.

Develops and maintains contract carrier(s) vehicle routes and mileage in TIMS database.

Receives, reviews, and resolves parent concerns regarding pick-up and drop-off schedules and locations for students transported by a contract carrier.

Department contract transportation “expert” to ensure the contract carrier is complying with all contract specifications. Special emphasis must be placed on contractor compliance with federal and state drug/alcohol testing criteria, student pick-up/drop-off time requirements and accident/incident reporting.

Maintain accurate information database of students served by contract transportation, descriptive information about the assigned vehicle, driver information including the mobile communication number in the vehicle for use in emergency situations. Protection and confidentiality of student and driver information is essential at all times.

Receives the completed employment application from prospective contract carrier driver and safety assistant applicants. Application must include personal references, history of residence, criminal and traffic records, health examination certificates, and drug test results. Recommends

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approval/disapproval action for each candidate to the Director. If approved, coordinates with Training and Recruiting Supervisor to schedule attendance at the next NCDMV class.

Receives billing documents from contract transportation carriers. Validates the contractor bill and prepares payment authorization documents and forwards to the Finance Dept. for issuance of a check.

Conducts periodic meetings with contract carriers to review and evaluate contractor performance, agree on corrective action for any deficiencies identified and resolve mutual problems.

Receives and reviews requests from parents who seek reimbursement from the LEA to transport their own child with special needs. Coordinates department decision with supervisor.

Responds on-scene, as needed, to vehicle accidents/incidents and other emergencies involving contract carrier vehicles.

Assists the section supervisor in developing the criteria, writing the bid specifications, evaluating bid responses and in recommending contract award for contract transportation.

Maintains the files for approved motor coach carriers who have been authorized by the Director to contract for LEA school activity trips. Is the day-to-day point of contact for principals or their representatives to provide advice and assistance on contract matters and the most current information on approved motor coach carriers (vehicles/drivers/carrier ratings) who can be contracted with for transportation for school activity trips.

Receives parent reimbursement requests; verifies mileage and student attendance and recommends payment when appropriate.

Schedules activity buses for selected schools during the school year. Processes bills to requesting school/central office for reimbursement.

Responsible to account for, control and issue all LEA activity buses during the summer. Processes and approves all principal and ACES requests for summer activity bus support. Issues activity buses to high schools for their exclusive summer use when requested by the principal. Periodically bills for summer activity bus utilization.

Calculates charges, coordinates and submits billing for yellow school bus trips used for instructional field trip purposes during the regular school year when activity buses are not available or, when available activity buses do not possess the necessary equipment to serve special needs students scheduled for the field trip.

Receives data and prepares invoices for yellow buses which transport students enrolled in extended learning instructional programs home after the regular school day. Maintains data base of approved

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extended learning bus transportation programs by school and ensures bus supervisors turn in required billing documentation.

Responsible for preparation of monthly invoices to schools/departments seeking reimbursement to the state for fuel, tires, repair parts, oil and labor performed on GCS owned vehicles.

Participates in the budget preparation and justification. Must know and understand the various aspects of the

Assists with collection, preparation and submission of local and state reports as requested including LEA reimbursement to the state for use of yellow buses for instructional activity trips and the annual report to DPI regarding students being transported by a contract carrier.

ADDITIONAL JOB FUNCTIONS

Communicates early dismissal/delayed arrival due to inclement weather or other circumstances to contract carrier management.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, supplemented by college-level courses in business administration and/or computer applications, with an Associate's degree preferred, and 3 to 5 years of experience in administrative work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including computers, adding machines, telephones, facsimile machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently to move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

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Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports and records, requisitions, criminal records, etc. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal

with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including limited legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using computers and other office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computers and other office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and local laws, regulations, and guidelines regarding transportation of exceptional children and others enrolled in special programs.

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Considerable knowledge of bookkeeping and accounting principles and practices.

General knowledge of the use of computers for record-keeping and report generation.

Some knowledge of the principals and practices of transportation management.

Ability to establish and maintain accurate and organized records and compile reports.

Ability to add student records, create bus stops, bus runs and bus routes in TIMS (Transportation Information Management System).

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to perform arithmetical calculations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.