

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Transportation Scheduling Clerk/Driver

This position is ___ exempt or non-exempt

PRIMARY FUNCTION: Handle scheduling and associated driver related issues, to include accurate recordkeeping. Drive either a.m. or p.m. runs.

MINIMUM QUALIFICATIONS: Has a high school diploma or the equivalent; is at least 21 years of age; possesses a valid Virginia Commercial Driver's License with school bus endorsement (air brakes); has a medical certificate; and has a working knowledge of computers including Microsoft Office Software. Qualified applicants must submit to and pass an Alcohol and Drug Test as required by law. Driver Training Certification must be obtained within 12 months of being hired.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience using a computer, to include word processing, spreadsheets, and other office software.
- Ability to operate all vehicle types used in transporting students.
- Competent in the proper use of all equipment used for transporting special needs students.
- Ability to communicate effectively with bus drivers, school administrators, school staff and parents.
- Ability to maintain confidentiality of personnel and student matters.
- Knowledge of all bus routes as well as knowledge of local roadways where PCPS buses will travel.
- Ability to learn procedures used to report information, maintain records, and schedule a significant number of activities.
- Ability to stoop, kneel, bend, and reach when working with students, staff and buses and to lift 40 pounds unassisted.

GENERAL PERFORMANCE RESPONSIBILITIES:

- Scheduler communicates with drivers, school staff and others for the purpose of resolving transportation issues and delivering services in compliance with Division objectives.
- Secures substitutes for absent Bus Drivers and Bus Driver Aides.
- Schedules drivers and buses for all field trip/athletic requests.
- Informs school personnel of any changes in bus routes, numbers, drivers, etc.
- Performs all duties required of regular ed. and special ed. drivers and drives routes as necessary in emergencies.
- Communicates information to drivers as appropriate including instructions for special needs students.
- Maintains accurate route sheets, inspection sheets, timesheets, hours worked, and other necessary paperwork for local and state reporting to include annual school report.
- Assists in preparation and assignment of bus routes.
- Maintains the Daily Driver Substitution Log.
- Performs computer data entry as necessary in the performance of duties.
- Maintains all records for three years plus the current year.
- Attends all PCPS transportation meetings, as directed.
- Reports issues concerning students, parents, and/or school personnel to the EDO and principal for resolution.
- During inclement weather, is available to notify assigned staff of any school closings, adjusted opening times, etc.
- Maintains all certifications required as noted above.
- Performs other duties as assigned by the EDO.

TERMS OF EMPLOYMENT: 200 days comprised of 180 days per approved School Board academic calendar, 11 days prior to and 9 days following the academic school year. Wage according to School Board Pay Plan.

REPORTS TO: Executive Director of Operations (EDO) for Poquoson City Schools

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and regulations on evaluation of non-licensed personnel.

APPROVED BY DEPUTY SUPERINTENDENT: March 2012