

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**TRANSPORTATION SPECIALIST**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Garage & Transportation	B/2/2-B/2/3	Nonexempt

**CLASS SUMMARY:**

The Transportation Specialist provides support to transportation and fleet management activities.

As assigned to transportation dispatch and routing, incumbent provides dispatch and technical support related to student busing and related forms of transportation. Responsibilities may include assigning regular and special education bus drivers and FIT van drivers; orchestrating student busing needs daily; updating and monitoring routing systems; responding to inquiries from students, parents and/or staff regarding bus stop locations, schedules and/or other route changes; monitoring GPS for bus activities; coordinating bus and other vehicle repairs with the Fleet Supervisor; and maintaining District transportation technology systems.

As assigned to fleet support services, incumbent is responsible for support of daily fleet operations, including but not limited to; inventory of parts, implementing and maintaining fleet management databases and coordinating workflow among fleet mechanics. The Transportation Fleet Specialist should be able to demonstrate adaptability to new technology that could be implemented within the department. Duties include ordering, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies as needed. Coordinate fleet work orders with mechanics to ensure timely completion of work and repair functions. Monitoring and maintaining District transportation technology including GPS systems, on-board cameras, fuel systems and building and maintaining fleet databases.

As assigned, incumbents may act as Lead worker for others making work assignments and determining work completion. The Lead worker responsibilities may also include coordinating transportation routing District-wide; reviewing GPS technical information identifying issues; maintaining GPS hardware and bus video system hardware/software; and generating reports from Fleet database tracking software.



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<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
As assigned, dispatches, schedules and monitors completion of daily pupil transportation activities including customer service; assigning drivers to vacant routes and contacting staff to perform unscheduled driving; monitoring GPS for bus activities; manages fleet databases, related technology systems including GPS and on-board cameras, and preparing reports.	Daily 45%	B/2
As assigned, reviews route change requests; makes changes within the routing software; notifies relevant drivers, school staff and parents; receives, processes purchase orders including data input; uploads shipments; stocks warehouse including stock rotation/inventory review and coding including annual inventory process/procedures.	Daily 20%	B/2
As assigned, responds to inquiries from students, parents, and/or staff (e.g. stop locations, schedule, fleet issues, state regulated policies, etc.) to provide information regarding transportation services including meeting with drivers regarding students, routes and schedules.	Daily 15%	B/2
As assigned, collects electronic and hard copy files, compiles and analyzes data in working spreadsheets and databases.	Weekly 5%	B/2
Serves as backup bus driver.	Weekly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

High School Diploma or GED and, based upon assignment, one to two years related experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- Arizona Driver's License with P&S Endorsement;
- Arizona School Bus Driver's Certificate;
- CPR Certificate with AED; and
- First Aid Certificate.



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**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Routine software programs and, as assigned, fleet management, scheduling, routing systems and GPS;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Diagnosing and solving problems;
- Communicating effectively, both orally and in writing;
- Providing customer service and public relations;
- As assigned, coordinating transportation and routing systems;
- Interpreting and applying laws, regulations, codes, and policies;
- Using a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Gallagher Benefit Services, Inc. 4.15.18

