

The Transportation Systems Specialist is responsible for maintaining multiple transportation systems including but not limited to; Field Trip coordination, scheduling and final invoicing, transportation mileage and student counts for the 100-day report, Medicaid daily attendance reporting and upkeep of district's white fleet request schedule and vehicle preparedness.

Chain of Command

The Transportation Systems Specialist works under the supervision of a Transportation Supervisor and reports to the Director of Transportation and Facilities.

Competencies of the Transportation Systems Specialist

- Exceptional verbal communications skills including 2-Way communication
- Strong organizational and time management skills
- Knowledge of relevant federal, state, and local laws, as pertaining to public education/transportation, fleet practices, techniques and safety procedures
- Proficiency with various technology systems (i.e. Microsoft products, Google Suite, Versatrans, Geotab, DStop,)

Essential Duties of the Transportation Systems Specialist

- As assigned, manages all field trip coordination, planning and billing.
- Manages transportation documents as they relate to daily ridership / route mileage and prepare databases for annual 100-day reporting to the Arizona Department of Education
- As assigned, collects electronic and hard copy files, compiles and analyzes data in working spreadsheets and databases necessary to support transportation operations.
- Plans and manages Medicaid database for accuracy and timely, monthly submission.
- Manage district's white fleet use requests and ensure vehicle's preparedness.
- As assigned, incumbents may work in conjunction with the supervisor and Transportation Systems Specialist to provide assistance with routing needs when necessary and may also drive a school bus. Additionally, listed below are the competencies required for this position
- Responsible for state reports, such as the 100 day report and department related databases.
- Performs other duties of a similar nature and level as assigned.

Minimum Qualifications

High School Diploma or GED and one to two years of experience performing multi-scheduling and meeting deadlines; 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

- AZ Driver's License; AZ Commercial Driver's License with P&S endorsement; AZ School Bus Driver's Certificate; CPR Certificate with AED; First Aid Certificate

Date Revised

7.15.2020