

# Job Description

## Enrichment Services Program, Inc.

**Job Title:** Transportation Specialist

**Department:** Early Childhood & Family Services Director

**Classification:** Exempt

**Job Reports To:** Operations Manager

### Job Summary:

Responsible for providing professional support, technical guidance to all staff and parents requiring motor transportation. Also responsible for the coordination and implementation of operations, administration, training programs, and communication activities.

### Job Requirements

#### Knowledge and Skills:

- Basic Computer Skills required
- Excellent oral and written communication skills required
- Proven problem solving skills required
- Ability to coordinate office and administrative operations

#### Education Requirements:

- High school diploma or General Education Degree (GED)
- Minimum two years of supervisory experience
- Two years experience in the area of transportation is required
- Must possess a valid Commercial Driver's License (CDL) with "S" and "P" endorsements
- Must be able to communicate well with children, parents, and staff

#### Essential/Major Job Functions and Accountabilities

- Responsible for managing transportation staff
- Coordinate the daily duties of Bus Drivers and Bus Monitors.
- Coordinate Substitute Bus Drivers and Bus Monitors.
- Operates vehicles as required in a safe and courteous manner.
- Plan and monitor Head Start motor transportations operations as the Transportation Team Leader.
- Prepare and implement transportation security and operational plans.
- Follow all DOT regulations.

- Follow all Head Start Performance Standards Transportation regulations.
- Prepare map overlays and routing schedules.
- Randomly monitor buses and drivers to ensure proper procedures are being followed.
- Compile records for buses to include time, mileage and load data.
- Prepare regular and special reports on transportation activities.
- Provide Pedestrian Safety training at all Head Start Centers.
- Input data into transportation and pupil tracking systems.
- Compile appropriate maintenance records for each bus to ensure that timely inspections are completed and comply with vehicle safety standards.
- Develop a Preventive Maintenance Schedule and schedule buses for the completion of maintenance.
- Coordinate repairs and maintenance of buses.
- Responsible for regularly reviewing federal and state regulations and requirements.
- Provide and/or coordinate training for Bus Drivers and Bus Monitors.
- Interpret transportation regulations and make recommendations for implementation.
- Responsible for attending training and conferences, as requested, to perform job duties.
- Attend Georgia Head Start Association Meetings, as required.
- Perform all other duties as assigned.
- It is your sole responsibility to meet all job requirements.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to frequently sit between one (1) to four (4) hours and stand from ½ to 1-hour duration.

Employee must possess finger dexterity in both hands. The employee must regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Acknowledged by \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*