



Pickens County Schools

Job Descriptions

TRANSPORTATION GENERALIST

Title/Position: Transportation Generalist

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days; 8 hours a day

Salary: Classified Salary Schedule Grade F (Starting pay \$16.75/hour)

Reports to: Transportation Supervisor and Chief Operations Officer

- Qualifications:**
1. High school diploma (Post High School preferred)
 2. Valid GA Commercial Driver's License (B-SP) with no air brake restriction
 3. Five years of experience driving different types and sizes of school buses or working in transportation field.
 4. Clean driving record.
 5. Excellent communication skills, computer skills, ability to manage a large number of employees and patience to work with all types of individuals.
 6. Working knowledge of routing software programs.
 7. Working knowledge of all components of the school bus.
 8. Working knowledge of all laws relating to the operation of a school bus, including special needs.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Exhibit neat and professional appearance befitting the job they provide the school system.
- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Display proficiency in the operation of system adopted routing software.
- Plan, organize, and implement routes and bus operations utilizing efficient and safe routes and equipment.
- Approve and check route requests.
- Demonstrate proficiency in routing and in district and map survey procedures.
- Provide drivers with professional routing support
- Input of routing data into software program.
- Investigate all accidents or hazardous situations and prepare appropriate reports/documentation in the event supervisor is unavailable.
- Obtain bus videos for viewing and create files from videos to put on district share for Administrators and SRO's to view.

- Coordinate buses and drivers needed to implement route coverage.
- Assist in annual evaluation of drivers and monitors.
- Schedule substitute drivers.
- Assist in scheduling and bus route assignments.
- Attend IEP meetings when needed.
- Assist the transportation department with staff development programs.
- Add new employees and vehicles to FuelMaster and/or other fuel management systems employed by the system.
- Run reports for FuelMaster.
- Make new fuel keys for new vehicles.
- Assist with Sentinel and/or other radio/scanner communications used by the system.
- Assist in providing necessary reports and information regarding student data to appropriate supervisors.
- Communicate effectively and efficiently with the public regarding driver or routing concerns.
- Inform the Director of Transportation regarding situations that need attention.
- Participate in training programs to increase skills and proficiency related to assignment.
- Review current developments, literature, technical sources, and information related to job responsibilities.
- Ensure adherence to good safety practices.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned by supervisor/administrator.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*