

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

TRANSPORTATION SPECIALIST I – PROGRAM TRIPS

POSITION: Transportation Specialist I – Program Trips

REPORTS TO: Director of Transportation or designee

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

The primary scope of this Transportation Specialist's duties will be to plan and process all program trips that take place by St. Mary's County Public Schools. This will be accomplished by using the Department of Transportation's current program trip software system in conjunction with effective communication between school staff and bus contractors. In addition this position will have additional duties such as creating and updating the routes for midday pre-kindergarten transportation, processing bus driver physicals, assisting with bus inspections, assisting with in-service training sessions, and other items that may be assigned.

**ESSENTIAL FUNCTIONS:**

- Computer knowledge and ability to learn new computer programs;
- Ability to use Microsoft Office Products;
- Ability to communicate effectively both orally and in writing; and
- Ability to manage databases.

**DUTIES AND RESPONSIBILITIES:**

Program Trips – all aspects:

- Initial review and approval
- Securing a bus/buses for each trip when needed
- Communicating and coordinating with school bus contractors
- Communicating and coordinating with school administration/school staff
- Sending information to fiscal services
- Working with fiscal services to ensure payments are processed
- Ensuring correct documentation in the program trip data base
- Provide reports for the Department as needed

Midday Pre-kindergarten transportation:

- Creating and updating routes
- Communicating and coordinating with school administration/school staff
- Communicating and coordinating with school bus contractors
  
- Reviewing bus driver physicals and ensuring all physicals are turned in
- Assisting with school bus inspections and in-service training sessions
- Other duties as assigned.

**QUALIFICATIONS:**

- A minimum of a high school diploma;
- A minimum of two years of experience with school bus transportation or a related field;
- Possess the ability to demonstrate excellent interpersonal communication skills
- Possess extensive knowledge of Department of Transportation policies and procedures;

- Possess competent knowledge of computer hardware and software;
- Ability to use software to plan and process program trips;
- Proficiency in business technology applications (Microsoft suite products – Word, Excel, Power Point); and
- Ability to work independently.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 19.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**