

FOREMAN - MIDWEST TRANSPORTATION

Purpose Statement

The job of Foreman - Midwest Transportation was established for the purpose/s of ensuring the safety of students/staff during transport; ensuring safe and efficient routes are maintained; transporting students; and providing training and supervision of assigned personnel.

This job reports to Director-Transportation

Essential Functions

- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- Checks road conditions (e.g. closures, etc.) for the purpose of ensuring safe and efficiency of routes.
- Cleans interior and exterior of school buses (e.g. washing, etc.) for the purpose of maintaining safe and sanitary conditions.
- Collaborates with Principal, schools, public agencies, etc. for the purpose of resolving discipline problems and/or increasing pupil safety.
- Conducts meetings (e.g. orientations, bus safety classes, etc.) for the purpose of conveying information as needed.
- Coordinates bus schedules for the purpose of delivering services in conformance with established specifications.
- Develops school bus schedules for the purpose of ensuring efficient and timely routes/schedules.
- Maintains manual and electronic documents, files and records for the purpose of ensuring an up to date reference trail.
- Performs minor repairs and/or maintenance activities for the purpose of ensuring the availability of vehicles in safe operating condition.
- Performs the full range of School Bus Driver duties for the purpose of ensuring an efficient and effective work environment.
- Prepares written materials (e.g. fuel usage reports, DEQ inspection reports, student count reports, disciplinary documentation, schedules, student lists, map revisions, schedules, etc.) for the purpose of providing written support and/or conveying information.
- Removes snow from bus garage area and Midwest School for the purpose of maintaining a safe environment.
- Researches information for the purpose of keeping up to date on changes in laws/regulations, and/or interpreting/implementing policies, procedures and regulations.
- Secures substitute bus drivers for the purpose of ensuring adequate coverage for pupil transportation services.
- Supervises emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating equipment used in school bus servicing and maintenance; and operating school bus safely.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safe driving principles and practices; first aid principles and practices; and principles of lead supervision and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious relationships; meeting deadlines and schedules; reading interpreting, and following rules, regulations, policies, and procedures; following oral and written directions; and working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

- DOT Physical Exam
- DOT Random Alcohol & Drug Testing

Certificates & Licenses

- CDL with Bus Endorsement, S & P Endorsement, and Air Brake Endorsement within 3 months of hire
- CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2008

Salary Grade

Classified 59

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____