

## **Foreman-Midwest Transportation**

### **Purpose**

The job of Foreman-Midwest Transportation is done for the purposes 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.

This job is a “safety-sensitive” position.

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### **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 the full range of School Bus Driver duties for the purpose of ensuring an efficient and effective work environment.
- Performs minor repairs and/or maintenance activities for the purpose of ensuring the availability of vehicles in safe operating condition.
- 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; 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.

### **Work 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 with study in job-related area

**Equivalency:** None identified

### **Required Testing:**

DOT Physical Exam

DOT Random Drug and Alcohol Testing

### **Certificates and Licenses:**

CDL with Bus, S & P, and Air Brake Endorsements  
within 3 months of hire

CPR/AED First Aid Certificate within 30 days of hire

**Continuing Educ. / Training:**

None identified

**Clearances:**

Criminal Justice Fingerprint/Background Clearance  
DOT Pre-employment Drug and Alcohol Testing  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

07/01/2018

**Salary Grade**

59

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_