



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6808
Pay Grade: E04

FLSA: Exempt
PTS

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| TRANSPORTATION, TRAINING AND SUPPORT SPECIALIST |
| REPORTS TO: Director, Transportation |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Associate's degree from an accredited college or university and five (5) years of successful supervisory experience. Two (2) years of verified adult training experience may be substituted for each year of the educational requirement listed above. Successful teaching and/or professional development experience that includes development and delivery of lesson planning and training materials incorporating industry best practices. Demonstrated skills in computer usage. Completion of Florida DOE School Bus Operator curriculum within one (1) year of employment. |
| PREFERRED: Experience in school bus operations in a large school district (100+ buses). |
| MAJOR FUNCTION |
| Coordinates and oversees all district training and testing functions for new and current school bus drivers and school bus attendants. Develops continuing education courses and developmental support curriculum. Position is responsible for ensuring District compliance with Department of Education (DOE) and department of Transportation (DOT) regulations, standards, and requirements governing the student transportation function. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Coordinates and oversees all district training and testing functions for new and current school bus operators and bus attendants including, but not limited to, dexterity testing, permit training, on-the-bus training, driver re-certifications, accident retraining, continuing educations m and driver examinations.• Oversees the modification, updating, development, and management of the department's training program.• Supervises the training and instruction of new drivers.• Oversees effectiveness of appropriate bus driver safety knowledge, skills, and road-readiness in accordance and compliance with DOE/DOT regulations and standards.• Develops and implements additional department trainings as necessary including, but not limited to, all district in-service trainings and training for all other district staff requiring CDL licensure.• Serves as the Designated Employer Representative (DER) for employee drug and alcohol testing as required by the Department of Transportation.• Maintains current knowledge of transportation industry legislative trends and regulatory developments for application to area of responsibility.• Supervises and oversees the accurate, comprehensive and regulatory compliant maintenance of all training records for both certification and re-certification programs.• Performs other related duties as assigned. |

TRANSPORTATION, TRAINING AND SUPPORT SPECIALIST

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/30/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, TRAINING AND SUPPORT SPECIALIST

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | X | | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | X | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Transportation, Training and Support Specialist - PTS