

Job Title: Compliance & Instruction Specialist
Department: Transportation
Reports To: Transportation Directors
FLSA Status: Non Exempt
Salary Schedule: MN lane 08



SUMMARY

Under the direction of the Transportation Director, the Compliance & Instruction Specialist provides operational and administrative support services to ensure effective, efficient, and safe transportation of WCSD students. The Specialist is responsible for ensuring all District Bus Drivers and Instructors are in compliance with all state and federal certification regulations as well as WCSD Policies regarding initial certification and recertification training. The Specialist is also responsible for overseeing the scheduling and coordination of drivers for absentees, field trips, and activity trips.

This position is a member of the Transportation Management Team and assists the Director in monitoring the general operations of the Transportation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Monitors programs to ensure compliance with state and federal regulations and WCSD policies.

Provides leadership and direction in the development and implementation of inservice and staff development programs to meet state and federal laws and regulations, as well as WCSD policies.

Participates as an active member of the Transportation Management Team.

Evaluates and consults with the Transportation Management Team on special requests.

Oversees the scheduling and coordination of drivers and buses for field trips and activities with WCSD School Administrators and personnel. Works closely with Transportation personnel to coordinate driver assignments.

Responds to schools, administration, department staff, and patrons regarding field trip costs, bus capacity, or other questions related to field trips.

Under the direction of the Transportation Directors, performs the following duties:

- Performs bus accident investigations and responds to emergencies
- Investigates complaints, allegations, and/or concerns regarding behavior management on school buses.
- Assists in preparing and distributing proper reports with WCSD administration, the Utah State Board of Education, state and federal agencies, as required by laws and regulations.

- Assists in ensuring the implementation of short and long-range planning procedures relating to the Transportation Department that include development, implementation, accountability, management, and evaluation.
- Assists in supporting the WCSD Human Resources Department in the employment and dismissal of Transportation personnel.

Conducts regular spot checks and inspections to ensure that all applicable safety requirements are being met.

Assists with transportation staffing including interviewing, performance issues, employee evaluations, and assigning transportation personnel based on department needs.

Manages preparation and retention of general operations records and reports.

Manages transportation software programs such as TransFinder program and Zonar program.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibility over Lead Bus Instructors and Lead Bus Driver & Evaluators.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of five years of bus driving experience, equivalent experience or a combination of driving and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain a valid Utah Commercial Drivers License with School Bus and Passenger Endorsements.

Must be a qualified Utah Bus Instructor. Must be (or be willing to become) a Utah Third Party CDL Tester.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee must occasionally push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must successfully complete a physical examination in accordance with the US Department of Transportation, Bureau of Motor Carrier Safety Regulations, for drivers at a facility authorized by Washington County School District.

Must successfully pass a pre-employment drug test and successfully pass a physical assessment prior to driving a bus.

Must pass the required state physical evaluation annually.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts, outside weather conditions, extreme cold, extreme heat, vibration, wet and/or humid conditions, high, precarious places, and toxic or caustic chemicals. The employee occasionally uses safety equipment such as seat belts and safety straps.

While performing the duties of this job, the noise level in the work environment is usually loud, interruptive, and busy.

Prepared By: Transportation Director		Date: 10/27/2023
Approved By: Assistant Director, Human Resources		Date: 11/15/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	