

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SPECIALIST -- FIELD TRIP

JOB DESCRIPTION

JOB CODE:	780340	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	26
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful experience as a bus driver.
- (3) Valid Florida Class B Commercial Drivers License (CDL) with passenger endorsement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the county road system. Knowledge of the state traffic laws and regulations and rules of the School Board as they relate to the school bus operations. Ability to keep necessary records and prepare written reports. Ability to instruct drivers in proper bus operation, safety precautions, preventive maintenance, defensive driving habits, and first aid. Ability to plan safe, economical and efficient bus routes. Skill in use of computer applications. Ability to operate a school bus or perform aide duties. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, school and district staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Manager – Transportation Area, Lead

JOB GOAL

To coordinate transportation for extra-curricular and athletic field trips.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Receive and process requests for extra-curricular and athletic field trips including scheduling and assignment of specific buses and drivers to meet the needs of the school.
- *(2) Brief drivers as to any special instruction that is requested or required as well as routes to use and how to handle any emergencies while on the trip.
- *(3) Assist all drivers with problems of extraordinary circumstances with students being transported to and from school.
- *(5) Coordinate cross busing between schools.
- *(6) Meet with local officials and parents to discuss transportation problems and social situations which arise that would hamper the transportation of students.
- *(7) Adhere to applicable safety standards.
- *(8) Attend all staff meetings and workshops.
- *(9) Assist with maintaining a clean and orderly environment.
- *(10) Be knowledgeable of and adhere to Board policies and departmental procedures.

SPECIALIST - FIELD TRIP (Continued)

- * (11) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Demonstrate support for the school district and its goals and priorities.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Exhibit interpersonal skills as an effective team member.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Maintain expertise in assigned areas.
- * (19) Manage time efficiently.
- * (20) Model and maintain high ethical standards.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (22) Prepare all required reports and maintain updated and accurate records.
- * (23) Represent the District in a positive and professional manner.
- * (24) Respond to inquiries and concerns in a timely manner.
- (25) Perform other duties as assigned.
- * (26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 08

Adopted: 8/2/11

Revised: 8/29/19 (Superintendent)