

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

| TRANSPORTATION MANAGER | |
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| Supervisor: Operations Director | Subordinates: Bus Drivers |
| Classification: Coordinator V | Exempt Status: Exempt |
| Terms of Employment: Regular Full-Time | |

Job Goal: To coordinate and supervise a safe transportation system for Umatilla-Morrow County Head Start, Inc.

Essential Responsibilities:

1. Supervision of all UMCHS bus drivers (Milton-Freewater, John Day, Pendleton, Hermiston, Umatilla, Boardman, Irrigon and Stanfield).
2. Assist in arranging functional bus routes and ensuring bus loading zones are safe for children.
3. Assist in developing and maintaining regular bus schedules. Monitor length of routes, route loads, and route and fuel efficiency throughout the year.
4. Develop and maintain a record keeping system that includes:
 - a. Individual Mileage records for each vehicle.
 - b. A schedule of vehicle maintenance and costs for each vehicle.
 - c. A record of Bus Drivers' training and current driving status.
 - d. Ensure that safety equipment in Agency vehicles is provided
5. Provide an orientation of duties and responsibilities to all bus drivers annually. Provide Bus Drivers with current transportation information.
6. Coordinate/arrange training for Bus Drivers/Bus Monitors as needed: DDC, CORE, Adv. Core, Special Needs, Special Driving Conditions. Provide DOE with all forms and information that is required.
7. Complete the E.C.S.E. monthly report and submit to Fiscal Director timely.
8. Complete bus mileage monthly report and submit to Fiscal Director timely.
9. Ensure that routine maintenance and cleaning of all agency vehicles occurs.
10. Act as a substitute bus driver and provide transportation for field trips as needed.
11. Provide information and training to children and families around safety (open houses, parent meetings and classroom visits)
12. Monitor all transportation contracts on an annual basis (Wallowa County and Heppner)
13. Ensure all safety equipment is in vehicles at all times.
14. Ensure staffing requirements for Bus Drivers is current at all times
15. Arrange for repairs, maintenance and annual inspections of all school buses and repairs and maintenance of other company vehicles in a timely manner as needed and as directed by the Operations Director.

Qualifications:

1. Valid Oregon CDL/School Bus Drivers License, or the ability to get licensing in a timely manner. Current First Aid and CPR cards.
2. Documented supervision experience
3. Two years school bus driving experience (preferred)
4. Previous Head Start parent or experience (preferred)

5. Experience working with young children (preferred)
6. Current physical examination and TB screen documentation upon hire
7. Desire to work with low-income children and their families.
8. Adequate means of transportation.
9. Ability to establish relationship of trust and respect with staff, families, and children.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Operate a school bus requiring a CDL and school bus driver's license.
7. Make precise arm-hand positioning movements and maintain static arm-hand positions.
8. Work with children requiring the ability to walk or run quickly, kneel or sit on floor etc.
9. Perform regular cleaning of equipment and facilities which may require the use of broom, mop, cleaning fluids and sanitizing agents.
10. Lift and move heavy and/or bulky objects or children weighing up to 75 lbs.
11. Maintain the safety of the environment and children through visual, auditory and smelling
12. The ability to work outdoors intermittently with exposure to cold and hot weather conditions senses.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer