

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S9400			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field Other		4. Employing Office Location Arlington, VA		5. Duty Station Various		6. OPM Certification No.		
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 Critical <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 Special Sensitive		13. Competitive Level Code 0002		14. Agency Use
15. Classified/Graded by	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management										
b. Department, Agency or Establishment	Lead Transportation Operations Specialist				YA <del>GS</del>	2150	02 <del>11</del>			
c. Second Level Review										
d. First Level Review										
e. Recommended by Supervisor or Initiating Office										
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of Defense Education Activity					c. Third Subdivision					
a. First Subdivision Department of Defense Dependents Schools					d. Fourth Subdivision					
b. Second Subdivision					e. Fifth Subdivision					
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>					
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>					<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____					Signature _____ Date _____					
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					22. Position Classification Standards Used in Classifying/Grading Position Classifier's Handbook, TS-107, Aug 91; PCS for Traffic Mgmt Series, GS-2130, TS-106, 7/91; GS Leader GEG, 6/98 DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920					
Typed Name and Title of Official Taking Action Laura Perkins Chief, Classification and Compensation					<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 15/24/01										
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										
24. Remarks										
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>										

TRANSPORTATION OPERATIONS SPEC (Europe)  
YA-2150-02

## INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description is appropriate for use in a DoDEA Europe district-level Transportation Office serving one or more community's schools or school complexes. The purpose of this position is to oversee all aspects of the student bus transportation program to include planning, budgeting, commuting operations, curricular/co-curricular operations, special needs transportation, and contract monitoring.

## MAJOR DUTIES

Reviews and compiles student data to forecast school transportation requirements. Prepares and justifies budget for student transportation. Monitors the expenditure of commuting and other transportation funds for maximum utilization, and establishes managerial controls to prevent the over-obligation of funds. Advises school administrators on student transportation services and the actual cost of services.

Coordinates establishment of optimized school transportation routes and bus stops for serviced schools. Maintains the effectiveness of the system and updates routes and transportation requirements as students arrive in and depart the area. Performs periodic review of requirements and potential services, considering all options which might lead to improved or less costly service. Coordinates implementation of recommended options with appropriate school and community representatives. Recommends to higher authority any improvements that cannot be implemented at the local level. Prepares contingency plans and coordinates schedule changes or service cancellations due to severe weather or problems at a school (facilities failure, bomb threat, etc.). Reviews school walking and commuting areas. Coordinates revisions of areas with school administrators/community officials and recommends changes to the respective authority. Provides approved walking and commuting areas to schools and community staff. Monitors the community in-briefings to incoming personnel on school walking and commuting areas and verifies that the community Housing Referral Office obtains required certification from sponsors seeking off-base housing. Recommends approval or disapproval of requests for exception to

established walking/commuting areas and forwards the requests for decision by designated authority.

Oversees student registration for school bus commuting service and assignment of bus route and stop. Monitors issuance of school bus passes and maintains records of students riding each bus. Advises school principals on issues involving the school bus discipline program. Acts as liaison between transportation providers and school principals and/or installation commanders or designees. Ensures action is taken as a result of student misbehavior, investigates incidents, provides oral and written warnings to students and parents, refers more serious misbehavior to the school Principal, with recommendations for consequences, such as suspension from the bus or referral to community officials (for the most severe offenses). Ensures that transportation providers are trained on procedures for handling and reporting incidents and that drivers are knowledgeable of and follow established procedures. Ensures that drivers and/or security attendants are provided with preprinted forms to use in submitting written reports of incidents to school principals, and advises drivers on actions to be taken when incidents occur. Collects bus passes of students who have been suspended from riding the bus and withholds for the duration of the suspension, notifying the transportation provider of the action and any route/schedule changes that may result. Apprises principals and community staff of pupil transportation problems and issues. Participates with principals in presenting school bus programs in schools and to interested community groups. Attends and takes part in School Advisory Committee, Town Hall and community staff meetings, etc.

Coordinates with principals and community representatives to review the safe movement of all students walking or riding to and from school. Determines transportation safety and security procedures and coordinates with all concerned in implementing the pupil transportation program. Verifies required contractor personnel vetting and clearance before requesting an installation pass be issued. Assists school administrators in the supervision of loading and unloading of buses at schools, in conjunction with bus service Quality Assurance Evaluation (QAE). Receives accident reports from transportation providers, notifies concerned agencies, and follows up until related issues are resolved. Publicizes safety rules and accident prevention, providing ongoing school bus and pedestrian safety and security awareness training to students at initial registration, at the beginning of each school year, and periodically throughout the year. Enforces safety rules, procedures and regulations. Conducts and documents safety risk assessments of school loading/unloading zones, bus routes and bus stops annually, or when a change occurs that could alter the safety environment of the zone, route, or stop. Conducts periodic vehicle safety inspections; investigates accidents and develops reports with supporting documentation. Provides briefings and coordinates/reviews accident report data with safety managers, ensuring all accident-related issues are resolved. Participates in security risk assessments of bus routes and provides results (choke points, safe havens, etc.) to transportation providers to guide driver responses to emergencies. Provides guidance and advice to the servicing local bus security attendant leader and/or automated vehicle locator monitor, raising concerns and documented performance deficiencies to the District or Area Contracting Officer's Representative (COR) for these security contracts. Coordinates established procedures such as "Lost Child" and "Inclement Weather" with garrison/base commanders and military police. Conducts annual government-sponsored transportation provider safety and security training session.

Coordinates requirements for special needs transportation services to accommodate the needs of preschoolers and students with disabilities. Participates in Case Study Committee (CSC) meetings to advise parents and educators of appropriate transportation services. Evaluates requests and determines the most suitable transportation. Develops and submits requests and supporting documentation for contract or Government performance. Verifies performance of service and accuracy of contractor invoices. Refers problems concerning special needs students to CSC when changes in special transportation services are warranted.

Receives requests from schools for curricular study trips, co-curricular sports and academic enrichment transportation. Determines most cost-effective transportation method and orders appropriate transportation under existing contracts or Blanket Purchase Agreement (BPA). Ensures performance of service and accuracy of contractor invoices. Serves as COR, Quality Assurance Evaluator (QAE), or Ordering Officer for school bus service contracts and BPAs within limits established by the DTS and the procurement office. Acts as liaison between parents, school administrators, concerned installation officials, and the contractor. Participates in management meetings with contractors and supports the contracting officer in negotiations with contractors. Prepares necessary documents for new and amended contracts; i.e., requirements portion of the performance-based statement of work (PBSOW) (route schedules, stops, passenger loads, etc.), and required funding documents. Assists procurement personnel with pre-award survey of prospective contractors. After contract award, coordinates with contractors for listings of contractor personnel and equipment, and maintains/updates these records during the course of the contract. Within prescribed limits, orders minor changes to daily commuting services which are permitted by existing contracts.

Monitors, through subordinate QAEs, contractor performance for compliance with PBSOW. Inspections are both scheduled and unscheduled. Reviews inspection reports and provides to contracting officer as needed. Investigates and attempts informal resolution of service complaints and follows-up to verify contractor compliance with PBSOW requirements. Coordinates with Contracting Officer (CO) on contractor deficiencies. Oversees maintenance of contractor performance records to ensure compliance with contract specifications and protect against unauthorized commitments, fraud, waste and abuse. Cross-checks accounting documents reflecting contractor costs for services, ensuring accuracy of contract invoices to preventing deficit. Prepares documentation required by the contracting officer for deductions for unsatisfactory performance or to modify the contract when needed. Certifies services performed on contractor invoices.

Serves as leader for a team composed of a combination of three or more transportation specialists and transportation assistants, US citizens and/or local national. Sets the pace for daily work to assure the accomplishment of mission, goals and work objectives assigned by the supervisor. Coordinates and facilitates the team's efforts, distributing and balancing the workload in accordance with workflow, skill level and expertise. Monitors and reports on the status of work, checking on work in progress and reviewing completed work to ensure the supervisor's instructions on priorities, methods, deadlines and quality have been met. Resolves routine work problems and minor, informal employee complaints in accordance with set priorities and standards. Brings significant problems and controversial issues to the attention of the supervisor, with recommendations for resolution. Coaches and provides on-the-job training to team members and requests other training as deemed appropriate. Makes recommendations to

supervisor for performance appraisals, promotions, reassignments, etc. Approves short periods of emergency leave within authorized limits.

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position

FL 1-7, 1250 Pts

Comprehensive knowledge of the full range of policies, principles and objectives of a DoDEA district-level Student Transportation Program to plan and coordinate program initiatives within the assigned community; to provide guidance and training to subordinates; and to conduct studies, recommend changes, and provide advisory services to the officials and parents within the school community.

Knowledge of procurement and contract regulations, quality assurance evaluation procedures, applicable laws and regulations and the ability to produce PBSOW for student transportation service contracts.

Knowledge and skill to interpret policies, evaluate and assess plans, prepare detailed written procedures, and coordinate the implementation of a cost-effective student transportation program with respect to the sizing, loading, scheduling, and routing of passenger-carrying vehicles.

Knowledge of analytical tools and techniques and the ability to review and analyze data, identify problems and recommend solutions to student transportation requirements and operations, contributing to cost-efficiency and effectiveness.

Knowledge of communication practices, principles, procedures and the ability to effectively communicate orally and in writing with many different individuals and groups, including school administrators, community officials, contractor representatives, educators, students, and drivers.

FACTOR 2. Supervisory Controls

FL 2-4, 450 Pts

Works under general supervision, planning and coordinating operations, projects, and development of milestones with the supervisor. Independently and through subordinate staff, accomplishes assigned work and projects within established policy requirements and timeframes. Discusses exceptional situations and controversial issues with the supervisor, concurrent with recommended resolutions. Completed work is reviewed for accuracy, quality of judgment and attainment of goals and objectives.

FACTOR 3. Guidelines

FL 3-3, 275 Pts

Incumbent refers to Federal, DoD, and DoDEA policies and regulations, and host nation laws, rules and regulations. Precedent cases are usually applicable, however occasionally the incumbent must interpret and apply guidelines and use judgment to resolve an immediate conflict.

FACTOR 4. Complexity

FL 4-4, 225 Pts

Work involves the full range of transportation operations associated with an overseas operation where coordination is more complex and sensitive due to host nation and security considerations, and is further complicated by the necessity to deal with a diverse group of school and community officials. Work requires planning, coordinating and resolving a variety of problems by selecting and applying different data collection and investigative methods and techniques. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The employee's findings and recommendations are based on thorough analysis of situations and the ability to develop acceptable plans and solutions, implement changes, and provide guidance to team members.

FACTOR 5. Scope and Effect

FL 5-3, 150 Pts

The incumbent monitors and coordinates the student transportation operations at a school bus office. The employee implements and recommends changes; evaluates contractor performance; provides guidance on requirements and seeks cost reductions which do not impact safety and security. Resolves conventional problems which arise, recognizes public needs, provides information to the military and the DoD community, supports daily commuting changes when authorized, and coordinates the safety and security of students. Results of the work affect DoDEA's ability to provide safe, responsive and cost-effective transportation service to DoDEA's students.

FACTORS 6 and 7. Personal Contacts and Purpose of Contacts FL 6-3 and FL 7-b, 110 Pts

Contacts are with DoDEA personnel at varying levels; students and parents; school administrators and teachers; base leadership and other community officials, including transportation, housing, safety, and security representatives. Contacts are also with contractors and contractor representatives involved in transportation service contracts.

Contacts are to discuss student transportation concerns, to exchange information related to issues and problems, to discuss, develop and coordinate safe, responsive, and efficient student transportation services, and to administer service contracts.

FACTOR 8. Physical Demands

FL 8-1, 5 Pts

The work is basically sedentary, but involves some lifting and carrying of documents and other light items. Duties require operation of a motor vehicle, walking and standing for extended periods of time, and carrying light items weighing less than 25 pounds.

FACTOR 9. Work Environment

FL 9-1, 5 Pts

The work is performed in an office setting with adequate heating, lighting, and ventilation. Work is also performed outside in moderate and inclement weather. The position is located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.

SPECIAL REQUIREMENTS: Performance of duties requires that incumbent obtain and maintain a current, valid motor vehicle operator's license and a Non-critical Sensitive security clearance.