

**TITLE:****COORDINATOR, TRANSPORTATION****FLSA: EXEMPT****QUALIFICATIONS:**

1. Bachelor's Degree or higher in a related area.
2. Experience in dealing with contract enforcement, employee training and evaluation, conferencing and scheduling.
3. Four years of experience in transportation, including two years in a personnel supervisory capacity.
4. Familiarity with transportation statutes, best practices, budget development, and safety policy development.
5. Experienced in emergency operations as related to transportation and safety protocol.
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

**REPORT TO:****Assistant Superintendent****JOB GOAL:**

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

**SUPERVISES:****Bus Drivers, Bus Aides, Routing Technician, Clerk(s) and Service Manager****PERFORMANCE RESPONSIBILITIES:****\*Essential Performance Responsibilities**

- \* 1. Coordinate a total transportation program to meet all the requirements of the daily instructional needs and extracurricular activities.
- \* 2. Investigate all accidents; assess vehicular damage; report findings to Assistant S.
- \* 3. Coordinate bus routes, schedules and drivers for all public schools in the district.
- \* 4. Recruit, train, supervise, and evaluate all transportation personnel, and make recommendations on their employment, transfer, promotion, and release.
- \* 5. Coordinate the preparation of the transportation payroll on monthly basis, and ~~assist with~~ the development of the department budget and FTE reporting requirements.
- \* 6. Monitor safety standards in conformance with state insurance regulations, Department of Transportation, and develop a program of preventive safety.
- \* 7. Cooperate with school principals and others responsible for planning special school trips in providing route information.
- \* 8. Supervise the resolution of all discipline problems occurring on school buses and communicate with school principals.
- \* 9. Develop recommendations for future equipment and personnel needs based on a survey of buses, resident students, distances, and grade levels.
- 10. Coordinate in the development, implementation and evaluation of staff development activities.
- 11. Use positive, effective interpersonal communication skills with a diverse population.
- \* 12. Act as liaison with parents and staff for complaints and special transportation requests.
- \* 13. Knowledge of and conformity to all state laws and regulations regarding school transportation.
- \* 14. Complete and dispatch insurance reports.
- \* 15. Submit all reports required by state authorities in a timely and accurate manner.
- \* 16. Advise superintendent on road hazards for decision on school closing during inclement weather.
- \* 17. Attend all board meetings, workshops or occasional community meetings and meet with drivers to ensure open communication and safe conditions.
- \* 18. Supervise technology efficiently to enhance the effectiveness of the transportation department.
- \* 19. Coordinate inspection of all district vehicles.
- \* 20. Be effective in communicating with staff and public.
- \* 21. Be available for emergency or other necessary communication from staff.
- 22. Perform such other duties as may be assigned by the supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation.  
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 evaluations of personnel.