



Transportation Coordinator

Reports To: Business Manager

SUMMARY:

Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the transportation department, including personnel, equipment, and fleet vehicles. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the District boundaries for school events.

This position requires exceptional problem solving and interpersonal skills and the ability to acquire knowledge of transportation operations, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee daily student transportation and fleet maintenance operations;
- Supervise general maintenance program with specific attention to safety inspections;
- Establish performance standards and supervise operational care, service and maintenance of all vehicles within the department;
- Establish all regular bus routes, schedules and stops and maintain routing software to develop route maps for drivers, school, etc. as appropriate;
- Coordinate student transportation activities with school officials;
- Recommend procurement of additional or replacement buses and disposal of old units;
- Responsible for maintaining and monitoring compliance with federal and state rules and regulations and Board Policies as they relate to transportation;
- Track, monitor and approve expenditures of department funds;
- Promote a productive environment for transportation staff and students by recognizing and solving problems and encouraging teamwork, creativity and understanding;
- Recruit, train, supervise, and evaluate Transportation personnel and make recommendations related to employment and termination;
- Communicate with the Department of Special Education to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Education (FAPE);
- Work with Transportation staff to establish processes to assess needs and identify plans and procedures to improve driver and department performances;
- Evaluate all elements of transportation program on a continuing basis;
- Work with Principals, Bus Drivers, students, and parents regarding discipline or other issues;
- Establish and maintain good public relations;

- Evaluate safety of road conditions during inclement weather and work collaboratively with the Superintendent to make recommendations for school delays and/or closures;
- Perform other duties as assigned.

QUALIFICATIONS:

- **Education and or Experience:** High school diploma or GED required. BA degree preferred. A background in transportation operations preferred.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective relationships. Ability to handle problems and stressful situations tactfully and apply proactive problem solving skills. Ability to assist students and parents using patience and understanding.
- **Language Skills:** Ability to respond to common inquiries or complaints from students, parents or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to maintain accurate logs of daily events, bus assignments, route coverage, etc.
- **Computer Skills:** General knowledge of computer usage and ability to use email. Ability to learn to use routing computer systems, video equipment systems and other systems to obtain student transportation information as needed.
- **Other Skills and Abilities:** Ability to learn appropriate dispatching policies and practices within a reasonable amount of time. Ability to become familiar with District roads and learn about transportation equipment and student needs. Ability to appropriately communicate with students, parents, District staff and members of the community. Ability to exercise good judgment while working in a dynamic environment. Ability to work evenings or weekends as required.
- **Certificates, Licenses, Registrations:** Ability to obtain certificates as determined necessary by the District which may include a class B CDL license and other bus driver certification requirements. Ability to become first aid and CPR certified. Must have a valid Driver’s License and a clear driving record. Must agree to a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. Other duties will be performed in a garage environment involving noise, dirt and dust, odors, fumes, hazardous materials or situations. This position also requires some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, crouching, and/or crawling and sitting.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.