

Transportation Coordinator

JOB DESCRIPTION

POSITION TITLE

TRANSPORTATION COORDINATOR

MINIMUM

Public Transportation Supervisor Program Certificate of Completion. General working knowledge of the regulations, codes and laws concerning student transportation and compliance. Sensitivity, tact and judgment in dealing with the school community. Strong interpersonal and communication skills. Strong computer skills and willingness to stay abreast of changing technologies and software and apply said technologies to the transportation. Previous experience required. CDL Bus License. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

QUALIFICATIONS

Assistant School Business Administrator

REPORTS TO

JOB GOAL(S)

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. To ensure the district complies with all federal and state laws concerning transportation and compliance.

JOB RESPONSIBILITY AND AUTHORITY

Non-certified bus driver personnel

PRIMARY RESPONSIBILITIES

1. Conform to all state laws and regulations regarding school transportation.
2. Maintain safety standards in conformance with state and insurance regulations.
3. Primary contact person for all district bus drivers and bus aides. Assist in the scheduling of the bus drivers and the bus aides. Coordinate driver/aide substitution and /or route modifications that may be caused by planned and unplanned absences.
4. Assist in the administration of the contractual transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
5. Maintain all district owned equipment and develop plans for preventive maintenance including vehicles not used for transportation.
6. Act as liaison with parents for concerns and special requests.
7. Drive an assigned route as warranted.
8. Assist in the design of busing routes with maps and lists for various bus routes for all district transportation.
9. Prepare transportation reimbursements for eligible students attending private schools.
10. Be available by telephone from 6:00 a.m. for drivers and aides needing emergency substitutes on school days and at hours necessary to accommodate district needs.
11. Inspect and fill out safety reports for all vehicles.
12. Arrange and schedule repairs on vehicles. Schedule safety inspections four times a year as required by law.
13. Performs other duties as assigned for efficient operation of the transportation office.

WORKING RELATIONSHIPS Maintains effective relationships with drivers, aides,

OF THE POSITION students, parents, teachers, co-workers and

administrators.

TERMS OF EMPLOYMENT 12 Months

Salary to be determined by the Board