



COORDINATOR, TRANSPORTATION

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Transportation, the position is responsible for facilitating the safe and efficient operation of school bus transportation by coordinating the training programs, drug and alcohol testing programs, student discipline, and bus routes.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and conduct the monthly bus driver-training program; track the training progress of applicants.
- Work with the Department of Human Resources to maintain training records and review new applicants.
- Assist in the recruitment, selection and training of new employees for the Office of Transportation Services; manage the placement of school bus drivers on routes.
- Assist drivers, staff members, teachers, and coaches with obtaining appropriate licensing.
- Review and maintain school bus driver accident records and DMV transcripts for all personnel who operate a school bus.
- Develop and implement in-service training programs in accordance with state and local regulations; develop and design training materials and videotapes; recommend payment for trainers and trainees.
- Facilitate the *Third-Party Testing Program*.
- Perform on-road observations of school bus drivers; correct unsafe traffic situations and driving practices.
- Serve as a liaison with the insurance company.
- Assist school principals in establishing school bus evacuation drill programs.
- Coordinate meetings of the accident review board.
- Respond to vehicular accidents and incidents of vandalism; coordinate the use of video cameras on school buses.
- Administer the drug and alcohol-testing program.
- Resolve and/or recommend solutions to incidents, complaints, and accidents.
- Assist in the preparation of efficient bus routes, schedules, and pupil stops, tabulate student counts and busloads.
- Promote public relations with the community and schools; confer with parents and citizens concerning pupil transportation.
- Monitor road and weather conditions.
- Assist building administrators with handling student discipline problems on school buses.
- Remain current on state and federal regulations.
- Conduct an annual review of the *Bus Driver's Operations Manual* and update as needed.
- Serve on the Discipline Procedures Review Committee and School Boundary Committee.
- Administer and organize the Regular Education transportation program and City Wide and Special Needs Transportation program.
- Supervise and perform annual evaluations of bus drivers, assistants, and other assigned staff.
- Attend school board meetings as required.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge of the principles and practices of school transportation. Must have a comprehensive knowledge of the hazards and safety precautions of large-scale operations, and business practices applicable to transportation. Must have the ability to plan and supervise the work of others and establish and maintain effective working relationships with school officials, associates, parents, and the public. Must have skills necessary to communicate in both oral and written format and handle various situations with diplomacy.



EDUCATION AND EXPERIENCE

Required:

Master's degree.
Extensive experience in the field of school bus management/transportation.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, fingering, and driving. Occasional walking, standing, bending, climbing, grasping, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as fumes, smoke, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description:8/18, 7/19, 7/20
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