



*A World-Class Community of Learners*

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Transportation Coordinator	Individual Contract

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Director of Finance	June 2017

### JOB SUMMARY

The Transportation Coordinator shall plan, coordinate and guide the transportation services of the district. The Transportation Coordinator will assist with the development of the annual transportation budget as well as preparing state, local and federal reports. The Transportation Coordinator will develop, administer and maintain the safety program for the district's transportation services.

### TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Establish and administer bus routes bus stops, regular daily transportation schedules, athletic/field trip schedules, and all other required transportation needs of the district.
2.	Determine the number of school bus routes needed, establishing appropriate routes and route combinations, assigning students to school bus stops, and revising school bus routes as student populations and programs change.
3.	Act as a liaison between the bus contractor and District with regards to bus discipline, safety, special needs issues and bus driver training and route preparation.
4.	Responsible for supervision, assignment, discipline, suspension, discharge, reward, and direction of work for the district's crossing guards.
5.	Responsible for hearing Level 1 grievances for supervised employees.
6.	Make hiring recommendations for the District's Transportation Department.
7.	Gather, prepare, and maintain District transportation data for use in local, state, and federal reports.
8.	Review and submits monthly transportation invoices to assure accuracy before paying.
9.	Make recommendations on items that affect the Transportation and Safety budgets such as training, staffing, equipment, and supply needs.
10.	Responsible for coordinating contract development and requests for proposal for the district's contracted transportation services.
11.	District liaison with City, County, state, or federal agencies for emergency response programs.

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Transportation Coordinator

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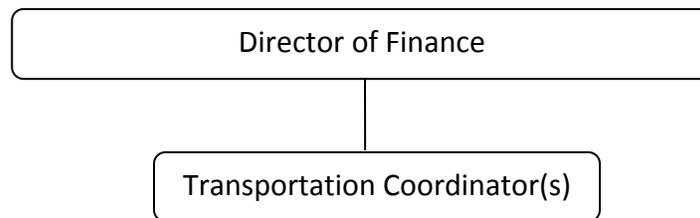
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12.	Consults and advises Director of Finance and Superintendent regarding school closings.
13.	Ensures that employees are compliant with driving district vehicles.
14.	Other duties as assigned.

**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. Bachelor of Arts Degree in facilities management/related field or equivalent practical background and experience.
2. Excellent customer service skills and the ability to communicate effectively both orally and in writing.
3. Ability to understand and follow data privacy rules and regulations related to students and staff and maintain confidentiality.

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.