



A World-Class Community of Learners

JOB DESCRIPTION

JOB TITLE	CONTRACT REFERENCE
Transportation Specialist	Individual Contract
TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Finance	June 2017

JOB SUMMARY

The Transportation Specialist coordinates district transportation services ensuring safe and efficient school bus route planning and scheduling.

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.	Analyzes and determines the number of school bus routes needed, establishing appropriate routes and route combinations, assigning students to school bus stop, and revising school bus routes as student populating and programs change to ensure efficiency.
3.	Coorinates transportation needs and information between students, guardians, and the district
4.	Utilizes and maintains computerized routing program to create efficient routes.
5.	Assists in planning transportation routes and any attendance zones modifications.
6.	Assist in the maintenance of MARSS transportation information.
7.	Maintains records related to route operations, student disciplines, and special transportation situations.
8.	Other duties as assigned.
9.	

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High School Diploma or equivalent
2. Must have ability to use computer and transportation routing programs effectively
3. Experience using Transfinder transportation routing software preferred

JOB TITLE

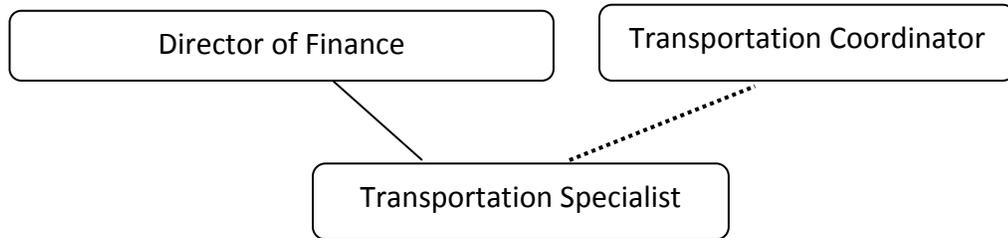
Transportation Coordinator

CONTRACT REFERENCE

Individual Contract

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4. Excellent customer service skills and the ability to communicate effectively both orally and in writing
5. Ability to understand and follow data privacy rules and regulations related to students and staff and maintain confidentiality.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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.