

Transportation Coordinator

Reports to: Supervisor of Personnel/Middle Schools

FLSA Status: Non-Exempt

SUMMARY:

Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the division transportation department. This includes personnel, equipment, and facilities. 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 division boundaries on a special scheduling basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish all regular bus routes, schedules and stops. Develop route maps for drivers, schools, etc. as appropriate;
- Coordinate student transportation activities with school officials, department heads and other interested groups or individuals;
- Participate along with school officials in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions, which involve the transportation system;
- Check school bus specifications, to meet the need of the division and fully comply with state and federal regulations;
- Recommend procurement of additional or replacement buses and disposal of old or uneconomical units;
- Assist in the development of the transportation department budget and administer the expenditure of funds as allocated;
- Maintain cost accounting records;
- Collect data and develop all required school bus transportation oriented reports and insure their submission on a timely basis;
- Insure compliance with the codes and pertinent policies regarding training, licensing, registration, and operational permits;
- Recruit, recommend for employment, and evaluations of transportation department personnel;
- Provides information about the fleet leading to the purchase of new vehicles and declaring vehicles surplus;
- Arranges for special transportation for summer school and other special needs circumstances;
- Provides for safety at all bus stops;
- Provides instruction in behavior management of all students;
- Provides instruction in management of special needs students;
- Provides for a pool of adequately trained and informed substitute bus drivers;

JOB DESCRIPTION
Scott County Schools

- Conducts continuing bus driver training and traffic safety program;
- Supervise general maintenance program with specific attention to safety inspections;
- Implement procedures to insure adequacy of maintenance phase of the safety programs;
- Establish performance standards and supervise operational care, service and maintenance of all vehicles within the department;
- Conduct accident investigations and supervise accident report to appropriate law enforcement and insurance agencies;
- Establish and maintain good public relations program;
- Evaluate all elements of transportation program on continuing basis;
- Evaluate safety of road conditions during inclement weather and provide timely information to superintendent;
- Provides for appropriate fiscal management, according to law and policy, of all allocated funds assigned;
- Complies with and supports school and division regulations and policies;
- Attends in-service training to improve skills, attitudes, and knowledge of school related transportation and pupil control;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Supervisor of Personnel/Middle Schools and/or the Superintendent in accordance with the school/system policies and practices.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess a high school diploma or GED. Meet school bus driver certification requirements

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students.

PHYSICAL DEMANDS:

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 employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk and talk or hear. The employee is occasionally required to sit; reach with hand and arms; climb or balance; and stoop, kneel crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.