



<b>Job Title:</b>	Field Trip Coordinator	<b>Wage/Hour Status:</b>	Non-Exempt 226 days
<b>Reports To:</b>	Transportation Director	<b>Pay Grade:</b>	Transportation Group T4R
<b>Dept. /School:</b>	Transportation	<b>Date Revised:</b>	02/08/2012

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**Primary Purpose:**

Supervise the daily operations of equipment and personnel involved in transporting students and staff on field trips.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Valid Texas Commercial driver's license with P&S endorsements  
Current Texas School Bus Certification

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance  
Effective communication and interpersonal skills  
Basic math skills  
Handle phone calls and complaints professionally  
Ability to use personal computer and software

**Major Responsibilities and Duties:**

1. Assignment of drivers/attendants for all field trips.
2. Work with athletic department/school administrators in transportation assignments for all students and staff for all field trips.
3. Coordinate the assignment of buses and other District owned vehicles for field trips.
4. Maintain schedule of District Suburban's and arrange for rentals as needed.
5. Establish safest pickup/drop-off points for students.
6. Calculate field trip expenses and work with District Accounting Department to ensure all trips are properly charged.
7. Assist drivers on determining best route of travel.
8. Maintain District approved driver list and coordinate training as needed.
9. Maintain rapport with public and handle any problems or concerns in a prompt and courteous manor.
10. Assist in Transportation Dispatch as needed.
11. Drive or attend on a bus as needed.
12. All other duties as assigned by the Director of Transportation
13. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise & Coordinate drivers and attendants on all field trips.

**Equipment Used:**

Personal computer, typewriter, printer, calculator, copier, two-way radio, telephone, school bus and safety equipment

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Continual sitting, work outside and inside. Moderate exposure to extreme temperature (hot) and vehicle fumes.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*