



Job Title:	Transportation Coordinator	Wage/Hour Status:	Exempt
Reports To:	Transportation Director	Pay Grade:	Admin/Professional 2A
Dept. /School:	Transportation Department	Date Revised:	1/25/2012

Primary Purpose:

Coordinate the transportation operations, routing schedules, training programs, and work with campuses to resolve issues and concerns relating to the operations of the transportation department. Be responsible for the safe and efficient operation of the Transportation Department.

Qualifications:

Education/Certification:

High School Diploma or equivalent
Bachelor's Degree Preferred, Associates Degree in related field required
Class B Commercial Driver's License with a Passenger Endorsement

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills
Knowledge of school district, school boundaries, and walk zones
Ability to manage budget and coordinate personnel
Strong personal computer skills

Experience:

Three years supervisory experience in transportation operations, preferably in a school setting
Five years' experience as a bus driver preferably in a school setting

Major Responsibilities and Duties:

1. Ensure that transportation operations are supportive of the instructional goals of the district.
2. Promote a positive, safe, caring environment for students.
3. Deal sensitively and fairly with all persons.
4. Employ effective interpersonal skills.
5. Assess and respond to needs related to job responsibilities in a timely manner.
6. Contribute to the recommendation of sound policies directed toward program improvement.
7. Design feasible projects for implementing innovations and/or improvements in operation of the transportation department.
8. Prepare, review, and revise departmental job descriptions.
9. Develop training options and/or improvement plans to ensure the best operation in the area of transportation.
10. Plan, implement and support district programs for recruitment, selection, orientation and assignment of district employees.

11. Evaluate job performance of employees to ensure effectiveness.
12. Make sound recommendations relative to personnel placement, transfer, retention, and dismissal.
13. Coordinate the district's pupil transportation program.
14. Coordinate the district's school crossing safety program with the MISD police department.
15. Ensure that programs are cost effective and funds are managed prudently.
16. Compile budgets and cost estimates based upon documented program needs as requested.
17. Implement the policies established by federal and state law, State Board of Education rules, and the local school board policy in the areas of transportation, vehicle maintenance, and school crossing safety.
18. Maintain safety standards in conformance with state, federal and insurance regulations and develop a program of preventive safety.
19. Demonstrate support for the district's student management policies and expected student behavior related to transportation programs.
20. Take the initiative to develop needed professional skills appropriate to job assignments.
21. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
22. Articulate the district's mission and goals in the area of transportation to the community and solicit its support in realizing the mission.
23. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.
24. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
25. Develop and maintain a departmental handbook updated annually which is distributed and signed for by employees and is accessible to employees on the district intranet.
26. Comply with all district and local campus routines and regulations.
27. Perform other duties and responsibilities as assigned by the Director of Transportation.
28. Other duties as assigned.

Supervisory Responsibilities:

Coordinate and evaluate the performance of supervisory staff, bus drivers, bus monitors, and other personnel assigned to the transportation department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; ability to maintain effective control over groups of students; high level of interpersonal skills.

Frequent district wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle and transportation operations. The ability to perform inside and outside work; moderate exposure to heat and cold and vehicle fumes; subject to bus driving certification requirements including random alcohol and drug testing.

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.