



COORDINATOR, TRANSPORTATION

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Transportation, the position is responsible for facilitating the safe and efficient operation of school bus transportation by coordinating the training programs, drug and alcohol testing programs, student discipline, and bus routes.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and conduct the monthly bus driver-training program; track the training progress of applicants.
- Work with the Department of Human Resources to maintain training records and review new applicants.
- Assist in the recruitment, selection and training of new employees for the Office of Transportation Services; manage the placement of school bus drivers on routes.
- Assist drivers, staff members, teachers, and coaches with obtaining appropriate licensing.
- Review and maintain school bus driver accident records and DMV transcripts for all personnel who operate a school bus.
- Develop and implement in-service training programs in accordance with state and local regulations; develop and design training materials and videotapes; recommend payment for trainers and trainees.
- Develop, direct, and conduct remedial training classes for drivers charged with a preventable accident.
- Facilitate the *Third Party Testing Program*.
- Perform on-road observations of school bus drivers; correct unsafe traffic situations and driving practices.
- Serve as a liaison with the insurance company.
- Assist school principals in establishing school bus evacuation drill programs.
- Administer the safe driving award pin program.
- Coordinate meetings of the accident review board.
- Respond to vehicular accidents and incidents of vandalism; coordinate the use of video cameras on school buses.
- Administer the drug and alcohol-testing program.
- Resolve and/or recommend solutions to incidents, complaints and accidents.
- Assist in the preparation of efficient bus routes, schedules, and pupil stops; tabulate student counts and busloads.
- Promote public relations with the community and schools; confer with parents and citizens concerning pupil transportation.
- Monitor road and weather conditions.
- Assist building administrators with handling student discipline problems on school buses.
- Write, edit, and publish the *Information Guide for School Bus Drivers, Assistants*, and the Office of Transportation newsletter.
- Remain current on state and federal regulations.
- Conduct an annual review of the *Bus Driver's Operations Manual* and update as needed.
- Serve on the Discipline Procedures Review Committee and School Boundary Committee.
- Administer and organize the Regular Education transportation program and City Wide and Special Needs Transportation program.
- Supervise and perform annual evaluations of bus drivers, assistants, and other assigned staff.
- Attend school board meetings as required.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have an extensive knowledge of the principles and practices of school transportation. Must have a comprehensive knowledge of the hazards and safety precautions of large-scale operations, and business practices applicable to transportation. Must have the ability to plan and supervise the work of others, and establish and maintain effective working relationships with school officials, associates, parents and the public. Must have skills necessary to communicate in both oral and written format and handle various situations with diplomacy.



EDUCATION AND EXPERIENCE

Bachelor’s Degree with extensive experience in the field of school bus management/transportation. Master’s Degree preferred.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.