

JOB TITLE: TRANSPORTATION COORDINATOR

BASIC FUNCTION

Under direction of the Director of MOTF, or his/her designated Administrator, assists in the administration and supervision of the transportation program and staff; plans bus routes, stops, and schedules; coordinates transportation services for field trips, athletic events; dispatches drivers; evaluates assigned staff; prepares a variety of payroll and miscellaneous reports; answers questions related to the transportation program and policies; counsels and trains personnel; serves as the second in command during the absence of the Director of Transportation.

ESSENTIAL JOB FUNCTIONS

- Plans and implements daily and weekly transportation program activities
- Schedules and assigns bus drivers to regular routes and other trips
- Selects bus drivers according to established procedures
- Evaluates bus drivers and other assigned personnel
- Oversees and participates in the training and recertification of drivers as assigned
- Responds to inquiries of District staff, parents, public agencies and others regarding transportation program policies, regulations, procedures, activities and personnel
- Modifies and adjusts bus routes, bus stops, schedules and personnel assignments as needed
- Orients, counsels, assists supervises and disciplines drivers
- Evaluates and recommends creation and deletion as well as the placement of bus stops
- Implements the drug testing notification by informing selected drivers and arranging schedules
- Completes needed time reports and other payroll documents
- Oversees the collection of fees from parents, students, staff, schools and departments
- Prepares or assists in the preparation of various management reports pertaining to student transportation that may include cost analyses and projections
- Works with appropriate public and law enforcement agencies
- Enters data into computers
- Coordinates with the appropriate personnel the scheduling of bus repairs and maintenance
- Performs a variety of office and clerical duties including answering the telephones, typing memos and preparing correspondence
- Grant writing
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate a variety of office equipment, including telephones, radios, copiers and a computer
- Plan, organize and supervise the work of others
- Perform appropriately in situations requiring tact and diplomacy

Knowledge of:

- Board policies/regulations, provisions of the California Motor Vehicle Code, Title 13, and the Education Code applicable to the operation of vehicles in the transportation of students and the employee union contract
- Basic, transportation principles related to the efficiency and economy of bus operations, routes and schedules
- Supervisory principles and practices
- Methods, procedures and techniques related to a large pupil transportation operation
- Safe driving practices and methods

Ability to:

- Plan and organize effective and efficient bus routes and schedules
- Maintain accurate records and be able to prepare complete and comprehensive reports
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Sitting, standing and walking for extended periods of time
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment, use hand tools and manipulate and handle various materials and objects
- Exposure to hot, cold, wet, humid, or windy conditions
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Five years of experience as a school bus driver, driving instructor, office manager of transportation services or a related field including one year of supervisory experience.

Education:

Equivalent to graduation from high school, supplemented by training or coursework pertaining to the operation of a school transportation program.

LICENSE AND/OR CERTIFICATE REQUIREMENTS

- Possession of a valid Class A or B, California Motor Vehicle Operator's License with passenger, school bus endorsements and Air Brake certification
- Possession of a valid School Bus Driver's Certificate with restrictions 0 or 1, issued by the, appropriate agency, including the passage of a first aid examination
- Possession of a State Department of Education Driver Instructor Certificate with Instruction Limit A and Equipment Limit 0 or 1

CONDITION OF EMPLOYMENT

- Insurability by the District's insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law