

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Coordinator of Transportation
Job Family: Transportation Services
Department: Transportation
Typical Work Year: 12 months

Pay Grade: Administrative
FLSA Status: Exempt
Prepared Date: March 2016

SUMMARY: Responsible for managing the School District transportation program to meet all State, Federal and District safety compliance requirements and ensure high quality, safe transportation services for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES : *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Coordinate transportation schedules and services with building administrators, special needs personnel and parents. Oversee daily student transportation and fleet maintenance operations.
- Maintain transportation services departmental compliance with all local, district, state and federal regulations and procedures.
- Recruit, hire, train and supervise personnel in the transportation department.
- Develop and monitor assigned budgets. Develop recommendations for future equipment and personnel needs based on future enrollment projections, boundary changes and new school construction, including vehicle replacement needs paired with new growth demands.
- Work in conjunction with Lead Mechanic to oversee fleet maintenance operations.
- Supervise the transportation training program, including the educational development of driver trainers, the curriculum and the school bus safety programs.
- Authorize bus routes and schedules for safe, efficient and economical transportation service.
- Conduct accident review investigations and supervise accident reporting to the appropriate law enforcement, the Department of Education and insurance agencies.
- Work collaboratively with the Superintendent and the Chief Operations Officer in the development of procedures and recommendations for school delays and or closures during emergencies and /or inclement weather.
- Perform other duties as assigned.

EDUCATION AND TRAINING High school diploma or equivalent with two years specialized course work in one or more of the following fields of study: Education, Business Administration, Management, Transportation or related field.

EXPERIENCE 3- 5 years experience in transportation related field, including 3 years supervisory experience or equivalent.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Commercial driver's license (CDL) with Class B and P2S endorsement.
- CPR and First Aid certifications required within 60 days after hire.
- Successful completion of District's School Bus Driver Training Program required for hire.
- Must be at least 21 years of age.
- Must pass annual written test.
- Must pass annual driving performance test.

- Must pass DOT physical.
- Must have a record of safe driving per motor vehicle record check.
- Must pass drug/alcohol screen per Board Policy
- Criminal background check

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of DOT regulations, commercial driver’s license rules and regulations, Colorado Motor Vehicle codes, CDE operational rules and FCC regulations.
- Knowledge of school transportation equipment and the operation of school transportation vehicles.
- Familiarity with vehicle maintenance
- Knowledge of transportation routing software preferred
- Ability to lead and supervise others
- Effective communication and interpersonal skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of school buses and pool vehicles required within one month after entering position.
- Operating knowledge of basic maintenance and emergency equipment including radio, tire chains, flare, etc. required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Chief Operations Officer

Direct Reports: Educational Support Personnel and Managerial/Technical staff within the transportation department

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for the development and implementation of the Transportation budget.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy		X		

Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X