Oak Grove School District

JOB TITLE: Coordinator of Transportation

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and direct the District’s student transportation and vehicle maintenance operation, and supervise and evaluate the performance of assigned personnel. The coordinator receives general supervision from the Director of Operations, Deputy and/or Assistant Superintendent within a framework of well-defined policies and procedures. The coordinator is a member of the District’s Leadership Team.

TYPICAL DUTIES

Plan, organize, control, direct, and evaluate all programs, projects, and activities related to student transportation and vehicle maintenance operations, including human resources management, procurement of supplies, materials, equipment, and services, and inventory control.

Develops and prepares annual budget for the Transportation Department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; assist with District budget development and projections.

Coordinates and evaluates the overall performance of school bus drivers, both regular and special education, and vehicle maintenance staff.

Coordinates and monitors the preparation, scheduling, routing, and availability of buses and vehicles needed to service the District’s transportation needs.

Reviews and monitors daily work lists, vehicle condition reports, and other pertinent records/logs to ensure that appropriate maintenance and repair activities are completed in a timely manner.

Confers with District administrators regarding transportation policies, activities, schedules, routes, services, etc.

Establishes and coordinates the maintenance of a variety of records and logs to properly monitor departmental operations; preparing reports periodically and as needed.

Represents District to parents and general public in matters relating to pupil transportation including stops, routes, time, investigation of complaints concerning school bus operations, etc.

Coordinates or conducts in-service training, behind the wheel instruction, periodic evaluation of employees, incident and accident investigations.

Orders all parts needed for vehicle maintenance operations and determines appropriate inventory/stock levels needed; determines quantity of parts needed, and contracts vendors.
TYPICAL DUTIES (Continues)

Assigns, schedules, and prioritizes work of departmental personnel.

Establishes and implements preventive maintenance schedules to comply with California Highway Patrol Guidelines and minimize repair costs.

Maintains and updates material safety data sheets (M.S.D.S.) and makes them available to department personnel, oversees the disposal of hazardous materials.

Establishes and maintains an effective working relationship with the California Highway Patrol; conferring on potentially dangerous situations on bus routes or on the road performance of drivers, disseminating new information regarding laws affecting school bus transportation, and assisting with annual safety inspections of buses.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Possession of a valid California Motor Vehicle Operator’s License, Class II

Possession of a valid California School Bus Driver’s Certificate

Possession of a valid Driver Trainer Certificate

Knowledge of the California State Motor Vehicle Code, State Education Code, and District policies related to the operation and maintenance of vehicles used in transporting students

Knowledge of heavy duty equipment/vehicle repair, maintenance, and parts procurement

Knowledge of proper budget, accounting, and record keeping procedures and methods

Knowledge of appropriate management and supervisory methods and techniques

Skill to coordinate, direct, supervises, and evaluates the work of others

Skill to effectively communicate in both oral and written form

Skill to analyze situations accurately, defines appropriate solutions, and adopts an effective course of actions

Skill to establish and maintain effective working relationships with those contacted in the performance of required duties