**Coordinator of Transportation**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Transportation

**Dept/Campus:** Transportation **Paygrade:** PRO-1

**Wage/Hour Status:** Exempt **Date Revised:** March 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**Primary Purpose:**

Coordinate routing of pupil transportation districtwide. Assign and schedule bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

**Qualifications:**

**Education/Certification:**

Clear and valid Texas commercial driver’s license with Passenger (P) and School Bus (S) endorsements

High School Diploma or GED

Must be 18 years of age

**Special Knowledge/Skills:**

Ability to use personal computer and software to develop route schedules, spreadsheets and databases and do word processing

Ability to read and understand documents including policies and procedures manuals

Ability to receive and give written and verbal instructions

Ability to pass alcohol and drug tests and annual physical exam

Effective organizational and communication skills

Ability to operate bus

**Experience:**

Two years experience as certified school bus driver or similar transportation position

Supervisory experience is required

**Major Responsibilities and Duties:**

**Routes and Schedules**

1. Assist with the development of bus routes in accordance with Texas Education Agency guidelines.
2. Coordinate all extracurricular transportation.
3. Coordinate and schedule all summer school routes.

**Communication**

1. Dispatch drivers and vehicles and communicate with them using a telephone and two-way radio.
2. Notify drivers, parents, and school personnel of any changes in a student’s bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
3. Maintain good public relations with students and school personnel.
4. Communicate with students, parents, staff, and community about their complaints with drivers, buses, routes, and safety.
5. Communicate with drivers about problems or concerns they have with parents, students, teachers, and coworkers.
6. Help campuses to place new students on buses and advise drivers of new or dismissed students.
7. Ability to prioritize task and multi-task in a sometime distracting environment.
8. Responsible for daily entry of various types of invoices to be paid in a timely and accurate manner
9. Prepares, enters and assures accurate weekly payroll and timekeeping for transportation employees.

**Other**

1. Handle driving and safety records of all new applicants.
2. Keep up-to-date files for all department employees.
3. Maintain appropriate student records as needed.
4. Serve as substitute bus driver.
5. Respond to after-hours emergency calls as needed.
6. Operate bus and deliver buses to drivers when breakdowns occur.

**Supervisory Responsibilities:**

Assist in the supervision and evaluation of bus drivers

**Equipment Used:**

Radio communication equipment, computer and peripherals, and intercom system.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Physical Demands/Environmental Factors:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties may also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs. Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; exposure to dampness and humidity; slippery or uneven surfaces. Early shift work

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date