Job Title: Coordinator, Transportation Management  Exemption Status/Test: Exempt
Reports to: Director Transportation  Date Revised: May 7, 2018
Dept./School: Transportation

Primary Purpose:
Provide assistance to the Director of Transportation to ensure legally sound and effective Transportation Department management practices.

Qualifications:

Education/Certification:
Bachelor’s degree required, Master’s Degree preferred
Current commercial drivers’ license with passenger (P) and School Bus (S) endorsements or ability to renew, if expired

Experience:
Prior experience in school district operations
Minimum 5 years of human resource and/or recruitment experience

Special Knowledge/Skills:
Working knowledge of school district operations as well as district policies
Ability to implement policy and procedures
Knowledge of selection and training personnel
Knowledge of general and educational law and hearing procedures
Excellent public relations, organizational, communication and interpersonal skills

Major Responsibilities and Duties:

1. Ensure that transportation operations are supportive of the instructional goals of the district.
2. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
3. Oversee and coordinate the screening process, interviews and selection of department staff.
4. Prepare, review, and revise transportation department job descriptions.
5. Counsel employees concerning work-related issues.
6. Keep the department director fully informed of the employment status of personnel.
7. Assist supervisory personnel in conducting due-process procedures.
8. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
9. Lead the employee committee tasked with initiatives to improve employee morale and diversity.
10. Ensures transportation management activities are completed efficiently, and within regulatory requirements.
11. Respond to and resolve difficult and sensitive parent and citizen inquiries and complaints.
12. View bus videos and provide feedback and assistance to facilitate improvement in student and employee conduct on a school bus.
13. Conduct ongoing assessment of drivers’ student management through use of bus video and personal observation.
14. Monitor the effectiveness of bus driver behavior regarding student discipline.
15. Plan, organize and coordinate the work of supervisory and technical personnel.
16. Assist with driver in-service.
17. Monitor workload and departmental cost to ensure the efficiency of operations to include overtime and other operational expenses.
18. Serve in various leadership capacities, as needed or assigned.

**Supervisory Responsibilities:**

Supervise and evaluate, recommend hiring and termination of transportation department employees, as assigned by the Director of Transportation.

**Mental Demands/Physical Demands/Environmental Factors**

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment
- **Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Continual sitting and reaching; repetitive hand and arm motions
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.