

Job Title: COORDINATOR, TRANSPORTATION
Reports to: Chief Administrative Officer
Dept./School: Transportation
Wage/Hour Status: Exempt
Date Revised: May 19, 2025

Primary Purpose

Direct and manage district's transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department.

QUALIFICATIONS

Education/Certification

Associates Degree or Bachelor's degree (Preferred)
Possess, willing to obtain, a Class B CDL with "P" and "S" endorsements

Special Knowledge/Skills

Ability to direct and manage operations of a large fleet of vehicles
Knowledge of energy management and vehicle repair and maintenance
Ability to manage budget and personnel
Ability to coordinate district function
Ability to interpret policy, procedures, and data
Strong organizational, communication, and interpersonal skills

Experience

Three years supervisory experience (Preferred)

MAJOR RESPONSIBILITIES AND DUTIES

Routes and Schedule

1. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
2. Coordinate transportation for extracurricular activities and special programs including in-town and out-of-town travel.
3. Coordinate charter transportation requests if needed.
4. Respond to after-hours emergency calls as needed.
5. Notify bus drivers, schools, and public of any changes in bus routes and schedules.

Policy, Reports, and Laws

6. Implement federal and state law, State Board of Education rule, and board policy in transportation area.
7. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in transportation area. In addition, organize and submit all documents related to district travel.
8. Implement district's student discipline policies and communicate to students expected behavior when using district transportation.
9. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.

10. Develop training options and improvement plans to ensure exemplary operation of transportation department.
11. Comply with applicable personnel policies.
12. Prepare data necessary to process transportation payroll.

Vehicle Maintenance and Repair

13. Coordinate and direct the repair of all district-owned vehicles and oversee plans for preventive maintenance.
14. Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop. In addition, supervise accurate and updated records of preventive maintenance.
15. Monitor fuel deliveries, distribution, vehicle repair requests, work orders, and contracted work.

Budget and Inventory

16. Compile budgets and cost estimates based on documented program needs.
17. Administer transportation budget and ensure that programs are cost-effective and that funds are managed wisely.
18. Initiate purchases and bids in accordance with budgetary limitations and district policies.
19. Maintain current inventory of supplies and parts to avoid ordering delays.
20. Approve and forward invoices and purchase orders for the transportation department to the Chief Administrative Officer.
21. Maintain inventory of all active and inactive district vehicles for title and insurance purposes.
22. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Student Management

23. Review student behavior reports with campus leadership and drivers on disciplinary issues.
24. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations, in collaboration with campus leadership.

Personnel

25. Assign bus drivers to routes and find substitutes as needed.
26. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
27. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
28. Prepare, review, and revise transportation department job descriptions.
29. Evaluate employee job performance to ensure effectiveness.

Safety

- 30. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards in collaboration with the Chief of Police.
- 31. Gather information in investigations of school bus accidents and student safety violations.
- 32. Organize and conduct training programs to promote a safe work environment.
- 33. Ensure that transportation equipment is in excellent operating condition.
- 34. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.).

Other

- 35. Maintain accurate record of time and materials required to perform repairs and services.
- 36. Attend and make presentations at conferences and school board meetings to discuss innovations and problems in transportation.
- 37. Attend professional growth activities to keep abreast of innovative techniques in transportation.
- 38. Maintain good rapport with parents and community.
- 39. Exhibit punctuality and dependability in the workplace.
- 40. Perform other duties as assigned by supervisor.
- 41. Maintain confidentiality of information.

Supervisory Responsibilities

- 42. Supervise and evaluate performance of mechanics, route coordinators, bus drivers, bus monitors, and transportation secretaries.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____