



Transportation Coordinator

JOB DESCRIPTION

The Transportation Coordinator, under the direction of the Associate Superintendent for Administration, assumes the duties and responsibilities as related to supervising, and training personnel, as well as, dispatching, routing, and scheduling buses. Also, manages overall operation of the Transportation Department.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Bachelor's degree and three years experience as a Transportation Director preferred
- Current Texas School Bus Driver Certification and/or enrolled in the next available course offered by Region 20 Service Center
- Experience and ability to supervise personnel
- Experience in field of fleet management
- Commercial Drivers License
- Five years experience in public education preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in training and in management or supervision and knowledge of transportation preferred
- Technology proficient
- Experienced bus driver
- Proven skills in leadership, management and team building
- Excellent written and verbal communication skills

DUTIES AND RESPONSIBILITIES

1. Develops a timely and efficient bus schedule which allows students to be transported to and from school in a manner which supports the districts mission
2. Coordinates with District personnel the use of Transportation Department vehicles to transport student to special education functions
3. Recommends all Transportation Department employees for hire, transfer and promotion
4. Develops training manuals and maintenance training records for all Transportation Department drivers
5. Communicates and promotes high expectations for staff and employee performance in a supportive way and provides proper recognition of excellence and achievement
6. Assesses bus routes and other transportation functions to ensure that maximum safety, service, etc. are being attained, makes adjustments when necessary if maximum potentials are not being reached
7. Defines job performance expectations of staff, evaluates job performance, conducts conferences and/or improvement plans to ensure the best operation of the Department
8. Prepares an annual budget for the Transportation Department
9. Monitors the use, maintenance, and replacement of capital equipment
10. Receives and files current enrollment reports (by geographic area)
11. Prepares and submits all reports required by the District Board of Trustees and/or the Texas Education Agency
12. Reviews and authorizes purchase requisitions for the Transportation Department
13. Develops procedures for extra curricular trips involving Transportation Department vehicles
14. Ensures that all vehicles in the Transportation Department are adequately maintained
15. Establishes guidelines for assigning drivers to extra curricular trips
16. Oversees the preventive maintenance schedule for District vehicles
17. Ensures that data is maintained in relation to gasoline/propane expenditures per vehicle

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18. Accepts responsibilities for registering, licensing and maintaining a maintenance log for all District vehicles
19. Keeps abreast of current specifications required by the State regarding school buses
20. Provides the Purchasing Department with bid specifications when attaining new buses
21. Safeguards the transportation inventory and follows appropriate accounting procedures
22. Authorizes the payment of purchases made by the Transportations Department
23. Coordinates the rental of charter buses and other vehicles used in field trips for District groups
24. Maintains records of students participating in District Transportation process
25. Ensures that bus drivers are familiar with procedures in dealing with misconduct/conflicts
26. Participates in relevant professional growth experiences which expand knowledge of operating the department
27. Maintains records on employees which track needs and initiates activities which address such needs
28. Demonstrates awareness of school/community needs, and initiates activities which address such needs
29. Responds in a positive and professional manner to parents who have problems or express concerns
30. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), concentrate, interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PO6

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*