

## **9.6.11 COORDINATOR OF TRANSPORTATION**

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**Reports To:** Director of Supportive Services

**Dept / Campus:** Maintenance/Support Services

**Wage/Hour Status:** Exempt

**Contract Length:** 260

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### **PRIMARY PURPOSE:**

Manage the student transportation system to ensure a safe and cost-efficient operation and ensure that district vehicles and equipment are properly maintained, repaired, and remain in good working order.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED

Bachelor's degree or vocational mechanical certification preferred

#### **Special Knowledge/Skills:**

Possess extensive mechanical knowledge, skill and ability

Possess a valid Arkansas CDL class B license with passenger, school bus, and air brake endorsements

Possess knowledge of geographical area for effective scheduling of bus routes

Possess knowledge of all aspects of diesel and gasoline powered buses, vehicles, and equipment

Ability to use personal computer

Effective organizational, communication, and interpersonal skills

Patient and calm demeanor

#### **Experience:**

Minimum of five (5) years mechanical experience, specifically in diesel mechanics

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

## **JOB DESCRIPTION**

### **Coordinator of Transportation**

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3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff; hold staff accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students; articulate a positive image of the school district and school district personnel.
6. Provide effective supervision for all transportation department personnel.
7. Effectively recruit and train all shop technicians and bus drivers.
8. Supervise and implement annual safety training program for all drivers and monitor bus drivers en route.
9. Oversee certification of all bus drivers.
10. Investigate school vehicle incidents and accidents and take immediate and effective action as appropriate.
11. Effectively coordinate with district personnel responsible for planning school trips to ensure proper and efficient planning of transportation.
12. Investigate patron complaints involving driver support promptly and take immediate and effective action as appropriate.
13. Recommend bus routes and bus stops for regular and emergency routes to ensure efficient and effective student transportation.
14. Take an active role and make appropriate recommendations in solving discipline problems that occur on school buses and at bus stops.
15. Advise the director of supportive services on hazards and road conditions in regard to school closings or use of emergency routes as appropriate.
16. Maintain close working relationship with district and campus personnel.
17. Operate the transportation department within the established budget to provide operational and maintenance management which maximizes vehicle availability at minimum cost with safety and efficiency.
18. "Cost-out" and "charge-back" all operational expenses not directly related to budgeted line items in the approved departmental budget.

19. Develop and manage a periodic maintenance schedule which provides a systematic maintenance and repair to all vehicles and equipment.
20. Establish and enforce minimal realistic specifications, safety, and performance standards for all vehicles and equipment.
21. Prepare and present reports, both oral and written, as required or requested.
22. Provide maintenance and management support at all times when vehicles are in operation.
23. Other duties as assigned.

**EQUIPMENT USED:**

Gas and diesel motors and components, automotive diagnostic equipment, wheel balancing and tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks and lift equipment, school bus and district vehicles

**WORKING CONDITIONS:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands**

Repetitive hand motions, prolonged use of computer, frequent interruptions, moderate standing, stooping, bending, and lifting, ability to lift and carry 50 lbs.

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Date Adopted: August 2, 2007

Last Revised:

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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.

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Employee

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Date

**JOB DESCRIPTION**  
**Coordinator of Transportation**  
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Supervisor

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Date