

## JOB DESCRIPTION

### JOB TITLE: Transportation Coordinator

Report Identification Code: edttsc

**Job Purpose Statement:** The job of "Transportation Coordinator" is done for the purpose of assisting with overall coverage of transportation operations; meeting scheduling demands; providing clerical support to assigned staff; assisting staff in the performance of their functions; evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents; and providing dispatcher support in potentially critical situations.

### Essential Job Functions:

- \* **Assists** in the assessment of incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- \* **Attends** trainings for the purpose of maintaining skills and meeting requirements for driving and first aid certification.
- \* **Coordinates** with transportation staff for the purpose of ensuring completion of all aspects of transportation functions in a safe and efficient manner.
- \* **Develops/monitors** bus routes and activity trips for the purpose of providing efficient and timely transportation of students and other passengers.
- \* **Drives** transportation vehicles for the purpose of providing back-up support to transportation staff and ensuring continuity of transportation services.
- \* **Maintains** staff training records for the purpose of providing documentation for audit purposes and meeting district, state and federal requirements.
- \* **Prepares** payroll of department staff for the purpose of ensuring proper compensation of employees.
- \* **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- \* **Responds** to inquires of staff, parents and the public for the purpose of providing information and/or direction as may be required.
- \* **Schedules** field trips for the purpose of coordinating required functions and meeting instructional needs.
- \* **Serves** as central dispatcher for the purpose of meeting schedule demands, providing direction in potentially critical situations, and responding to emergency situations.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### Job Requirements - Qualifications:

- \* **Experience Required:** Job-related experience with increasing levels of responsibility
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate school buses in safe manner; use English in both written and verbal form to communicate effectively with staff, parents and the public; evaluate schedules and meet deadlines; plan and organize projects; operate standard office equipment including pertinent software applications; make judgments based on common sense and relating to pertinent

regulations, policies, codes and laws; maintain accurate and detailed records; apply pertinent codes, regulations, policies and/or laws; provide direction to others; and perform basic arithmetic calculations.

*Knowledge of:* vehicle operation; driving codes; safety requirements and practices; appropriate policies, regulations, codes and laws applicable to personnel and transportation services; standard office procedures; and problem-solving methodology.

*Abilities to:* understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; perform tasks in an environment with many distractions and interruptions; work under time constraints and in pressure situations; maintain confidentiality of personnel records; perform a variety of tasks; think logically with attention to detail; and work accurately and with minimal supervision.

*Significant physical abilities include* sitting for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability and be at least 21 years of age; drug/alcohol testing clearance; DOT physical; possession of a Class B Commercial Driver's License (CDL) with school bus endorsement without an airbrake restriction, or the ability to obtain within 90 days of hire; Idaho State School Bus Driver's Certification; first aid and CPR certification.