

## **Transportation Coordinator**

### **QUALIFICATIONS:**

- Holds appropriate, valid bus driver's license.
- Able to direct and supervise district drivers.
- Able to plan and manage student transportation program.

**REPORTS TO:** Assistant Superintendent for Business

**JOB GOAL:** To provide safe and efficient student transportation consistent with the district's curriculum and extra-curricular program.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises and evaluates district-employed drivers.
2. Plans and modifies bus routes
3. Determines student eligibility for transportation.
4. Schedules district-owned vehicles and district-employed drivers for regular, athletic, field trip, and special activity transportation.
5. Assists in the development of specifications for vehicle purchases and contracted pupil transportation.
6. Provides liaison among schools, bus contractors, district drivers, and parents to facilitate an efficient transportation program, and to resolve problems.
7. Plans and implements an ongoing training program for district-employed drivers.
8. Arranges for emergency maintenance of district-owned vehicles.
9. Plans and implements an ongoing maintenance program for district-owned vehicles.
10. Assists in the development of the annual transportation budget.
11. Prepares all district-owned vehicles for local and state inspections.
12. Assists in the evaluation of the overall effectiveness of the transportation program.
13. Drives assigned routes, when required.
14. Assists the superintendent of schools, or his designee, to determine if weather conditions warrant closing school.
15. Assumes such other related duties as may be assigned.