



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Transportation	Transportation	Director of Transportation

Position No: 78008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 11/25/97
FSLA: Exempt	Date Revised: 4/11/06; 3/9/15

MINIMUM QUALIFICATIONS	
1.	Bachelor's degree or higher in Business Administration, Emergency Management or other related field preferred; or High School Diploma and five (5) years supervisory experience in related field.
2.	Knowledge of rules and regulations of State Board of Education, School Board, and State and Federal laws.
3.	Experience in developing and using automated information systems and computer technology.
4.	Proven ability to express ideas clearly and concisely, orally and in writing.
5.	Experience in handling parent and student conflict, conferencing and documenting resolution.
6.	Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES	
1.	To supervise, schedule, and coordinate fleet maintenance and operations employees.
2.	To respond to transportation concerns of parents, schools, and other customers in a timely manner.
3.	To establish standards and an on-going employee training program for transportation employees which focuses on customer service requiring courtesy, accurate and dependable information, and timely response to electronic and telephone messages.
4.	To develop and produce Transportation Procedures Manual, department guidelines, and policies for all transportation employees as assigned.
5.	To develop and maintain a systematic program for the improvement and updating the skills of route specialists, area managers, dispatchers, and other employees.
6.	To consult with the district negotiating team in preparation for collective bargaining.
7.	To assist in the development and monitoring of the department budget.
8.	To develop procedure for assignment and monitoring of field trips.
9.	To develop and maintain a system for implementing employee disciplinary actions which include documentation of complaints and accidents.
10.	To conduct required performance evaluations of all personnel as assigned by the Director of Transportation.
11.	To perform assigned tasks in a timely and efficient manner.
12.	To perform assigned tasks with a high standard of quality.
13.	To perform other duties as assigned.
PHYSICAL DEMAND CLASS:	
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.	