

Coordinator of Transportation

Purpose Statement

The job of Coordinator of Transportation is done for the purpose/s of providing support to the student transportation department with specific responsibilities for supervising the transportation system including the bus drivers and the maintenance of the buses; providing training for new and experienced bus drivers; and ensuring bus routes and out-of-district trips are run in a safe and timely manner.

This job reports to Business Manager

Essential Functions

- Arranges for substitute drivers for the purpose of ensuring all routes are covered with qualified drivers.
- Arranges for district vehicles needing mechanic work to be taken to a private or in-house mechanic for the purpose of getting the vehicle repaired and back in a safe operating condition.
- Arranges safety inspections by law enforcement for the purpose of ensuring all district vehicles meet State Safety Standards and in accordance with all Wyoming Department of Transportation rules and regulations.
- Audits routes (e.g. verifies stops, time, mileage, etc.) for the purpose of making recommendations concerning route changes, optimization, and timing.
- Communicates with activity and field trip sponsors for the purpose of ensuring a driver and bus are available and that all laws and regulations regarding safety, break times and driving times are adhered to.(10 hours behind the wheel, 15 hours on duty, etc.).
- Communicates with drivers and others (e.g. reviewing route maps, reviewing road conditions, responding to inquiries, communicating with the Wyoming Highway Department concerning mountain road conditions, etc.) for the purpose of assisting with route related problems.
- Compiles route statistics (e.g. mileage, driver time, student count, stop addresses, number of days run, bus capacity, etc.) for the purpose of meeting established reporting requirements.
- Coordinates route additions, adjustments, and/or consolidations resulting from student needs (e.g. new developments, road closures, new students, etc.) for the purpose of making efficient and safe routes.
- Evaluates routes (e.g. bus stops, clock schedules, etc.) for the purpose of ensuring bus routes are in compliance with school safety schedules, policies, and mandated guidelines.
- Instructs bus drivers in the safe, economical and efficient operation of the bus and also in the proper procedures to follow when driving on the mountain for the purpose of ensuring all buses are operated by highly qualified drivers.
- Investigates accidents, road conditions, and other problems associated with the school transportation system for the purpose of ensuring the transportation department runs smoothly and efficiently.
- Maintains accurate inventory of materials, supplies, and equipment in the school bus garage and in the buses for the purpose of ensuring availability of items needed to maintain equipment and buses.
- Maintains bus garage for the purpose of ensuring the facility is kept in a safe and clean condition.
- Maintains a current maintenance log on each district vehicle and a preventative maintenance schedule for the purpose of ensuring maintenance on all district vehicles is performed in a timely manner.

- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Oversees the cleaning of buses for the purpose of ensuring all vehicles are maintained in a clean and sanitary condition.
- Participates in the emergency plan for closing schools for the purpose of ensuring the buses will be able to complete their routes safely.
- Participates in in-service training, seminars and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of a school bus driver for the purpose of filling in for missing drivers and meeting the district's transportation service needs.
- Plans and implements in-service training for bus drivers for the purpose of keeping the bus drivers current on all the latest rules, regulations and techniques.
- Possesses knowledge of gas and diesel powered engines for the purpose of identifying potential problems with busses or other vehicles.
- Prepares a variety of standard and special reports and documents (e.g. student addresses and phone numbers, maintenance logs, accident reports, driver records, safety inspections, inventories, local reports, state reports, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Purchases transportation supplies for the purpose of maintaining inventory and ensuring the availability of required items.
- Recommends to the business manager properly qualified and acceptable bus drivers for the purpose of ensuring only highly qualified drivers are hired.
- Responds to calls from parents, school secretaries, principals and district office personnel (e.g. discipline issues, state regulated policies, bus maintenance, etc.) for the purpose of providing the necessary information regarding bussing questions.
- Responds to immediate safety and/or operational concerns, including after hours, for the purpose of taking appropriate action to resolve immediate safety issues.
- Supervises transportation department, including bus drivers, for the purpose of ensuring district policies and regulations are adhered to.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; administer first aid; effective listening; guiding others; monitoring activities; problem solving; record keeping; supervision; and training.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; safety practices and procedures; and is familiar with current and emerging technology used in the transportation area.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify

data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working independently; being organized; being attentive to detail; and working extended hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Alcohol and Drug Test

Certificates and Licenses

CDL License with air brakes, and S and P endorsements
CPR/First Aid Certificate
Mountain Training Certification
and Annual DOT Physical

Continuing Educ. / Training

Annual training in Sexual Harassment, Blood Borne Pathogens, Bully Prevention and Confidentiality.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade