



TRANSPORTATION COORDINATOR

QUALIFICATIONS:

1. High school diploma required. Additional college level studies preferred.
2. Three (3) years experience in education or transportation
3. Satisfactory criminal background check and drug screening.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Business Manager

SUPERVISES:

Assigned Personnel

RESPONSIBILITIES

1. Driving bus in accordance with federal, state, and School Board regulations.
2. Locating or assisting in locating substitute drivers.
3. Prepares and updates computerized bus schedules for all students in the district.
4. Assign students to stops and buses.
5. Coordination of routes
6. Provide assistance to drivers in completing the reports required of a bus driver.
7. Communicating the concerns and suggestions of the bus drivers to the school administrator.
8. Assist in the evaluation of drivers
9. Acts as liaison with parents for complaints and special requests.
10. Preparing reports, keeping all records required, mapping bus routes and planning schedules.
11. Review and approve payroll time cards for each pay period.
12. Maintain appropriate vehicle inventory and maintenance records.
13. Attends appropriate committee and quarterly staff meetings.
14. Performs other tasks as assigned.

TERMS OF EMPLOYMENT:

10 month work year

EVALUATION:

Performance of this job will be evaluated annually.