

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: TRANSPORTATION COORDINATOR

JOB GOAL: Under the direction of the Director of Transportation, plans, organizes and supervises the daily operation of the district's transportation program and ensures that required in-service training takes place.

QUALIFICATIONS

Knowledge of:

1. Provisions of the California Motor Vehicle Code, California State Education Code, California School Bus Driver/Carrier Handbook HPH 82.7 and Title XIII as related to pupil transportation, District policies and requirements, and other related regulations relative to the operation of vehicles used in transporting students.
2. Principles and techniques of effective supervision and training.
3. Principles of dispatching and scheduling of a school transportation program.
4. Principles of establishing and keeping timelines.
5. Requirements of a variety of training programs.
6. Basic organizational skills as required in a school transportation program.
7. Principles for the use of a two way radio system.
8. Basic research methods.
9. Principles of record keeping and statistical reporting.
10. Basic first aid practices, procedures, and techniques.
11. Safe driving practices.
12. Safety rules and regulations related to this position.

Ability to:

1. Plan, organize, coordinate, schedule and oversee the activities of a pupil transportation program, athletic events, and educational field trips, bus routes, schedules and the release of vehicles to be serviced and maintained.
2. Supervise the safe and efficient operation of the transportation system and the work of subordinates.
3. Communicate with parents, students and bus drivers to resolve issues, concerns and complaints regarding student transportation services; resolve student discipline concerns during scheduled conferences and handle related paperwork.
4. Assist bus drivers with concerns or questions regarding student behavior and discipline as necessary.
5. Attend IEP meetings for special needs pupils as required.
6. Oversee and investigate school bus accidents; evaluate accidents and bus stop incidents; prepare related reports and submit to appropriate personnel for additional training needs or action.
7. Oversee accident review committee.
8. Oversee and evaluate school bus stops for safety. Oversee the Driver Trainer, ensuring that training and safety standards are met and all related documentation is complete, maintained and ready for inspection at all times.
9. Observe drivers and ensure compliance with student transportation rules, regulations and District policies.
10. Oversee dispatch activities and monitor daily activities and the use of equipment to ensure the efficiency of the department.

JOB DESCRIPTION Transportation Coordinator

Ability to (continued)

11. Communicate with various agencies such as the California Highway Patrol, local police department officials and the Department of Education to exchange information regarding bus accident reports and current laws and regulations of student transportation.
12. Assist Driver Trainer as necessary.
13. Effectively and efficiently supervise, train, and evaluate personnel.
14. Make recommendations on staffing needs that meet the requirements of the District.
15. Understand and utilize computer systems as they relate to various functions.
16. Coordinate several functional areas to assure job progress. Meet job start/target dates.
17. Supervise the preparation of efficient and effective transportation routes and schedules.
18. Assign personnel so that substitute needs are minimized for vacation, sick leave, and other absences.
19. Assist with the Development and monitoring of a centralized budget for the transportation department.
20. Estimate and requisition supplies and equipment needed.
21. Maintain accurate and current records of operations and costs.
22. Prepare and submit written and oral statistical and narrative reports.
23. Keep abreast of school bus driving and operating laws and requirements.
24. Evaluate situations and determine priorities.
25. Safely drive and operate a variety of vehicles and equipment used.
26. Maintain a pleasant appearance and demeanor.
27. Communicate effectively and tactfully in both verbal and written form.
28. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
29. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
30. Establish and maintain effective work relationships while remaining flexible and capable of handling multiple assignments with relative calm with those contacted in the performance of required duties.

Training and experience:

1. Graduation from high school or its equivalent.
2. Minimum of three (3) years of successful experience in transportation as a bus driver, driver trainer, office manager, coordinator or other related field is desired.
3. Possession of a valid Class B California Driver's License or the ability to acquire a Class B License.

REPORTS TO: Director of Transportation or designee

SUPERVISES: Bus drivers, dispatchers, driver trainer, delegated behind the wheel trainers, and assigned clerical personnel and other staff members in the absence of the Director.

JOB DESCRIPTION Transportation Coordinator

ESSENTIAL FUNCTIONS

1. Under the direction of the Director of Transportation, to organize, plan, direct and implement operations and activities involved in student transportation.
2. Supervises and directs assigned employees, i.e. school bus drivers, dispatchers, school bus aides, school bus driver instructor and delegated behind-the-wheel instructors and other assigned staff.
3. Studies and analyzes District-wide pupil transportation requirements and recommends courses of action.
4. Supervises the assignment of drivers to regular routes and special education routes, field trips, and special events requiring bus service.
5. Establishes, monitors, and modifies, as needed, bus stops, routes, and schedules.
6. Confers with administrative and department personnel on pupil transportation concerns.
7. Participates in short-term and long-range transportation planning.
8. Communicates with parents and students and handles complaints and requests for information from parents and citizens relating to transportation for students.
9. Monitors student safety and coordinates safety activities relating to the transportation of students.
10. Assists in establishing a budget for the department and monitoring the operation to assure adherence to the budget.
11. Supervises and assists in the preparation of records of transportation operations and costs such as: time cards, field trips, special education, etc.
12. Prepares and submits reports as required. Checks various operational reports for completeness and accuracy.
13. Assists in responsibility for the security of revenues until turned over to proper authorities.
14. Directs transportation cost containment activities.
15. Participates in the selection, assignment and evaluation of department personnel and establishes duties and work schedules for employees.
16. Ensures that appropriate training and in-service time is provided for staff.
17. Attends appropriate staff and committee meetings.
18. Follows District policies and procedures.
19. Participates in or leads workshops, in-service training, seminars, and conferences.
20. Performs other duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Able to meet minimum physical requirements as prescribed by the California Department of Motor Vehicles.
2. Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
3. Able to conduct verbal conversation in English or other designated language.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to sit for extended periods of time.

