

Union Public Schools Job Description

Position Title: Transportation Coordinator
Department: Transportation
Reports To: Director and Associate Director of Transportation

FLSA Designation: Non-exempt

SUMMARY: To be a Transportation ambassador to oversee bus driver training, maintaining employee record(s) including administrative and clerical task while providing customer service to staff, parents, Transportation Department and Oklahoma Department of Public Safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintains employee files with current certification, physicals, Motor Vehicle Records and any Department of Public Safety additional information needed for audit.
- Remains current with all Commercial Driver's license (CDL) laws and regulations.
- Maintains and tracks bus driver compliance with Federal and State laws.
- Maintains training records and certificates for applicants and employees of the Transportation Department.
- Updates driver information on the State Department of Education's Single Sign-On.
- Conducts test-drive with bus driver applicants/candidate and makes recommendation for hire.
- Maintains confidentiality at all times.
- Participates and assists in policy, procedures, and professional development training for new and returning transportation staff, including bus drivers, office staff, and bus assistants.
- Completes all training and pass all written and skills exam associated with this position.
- Assists with processing Transportation Department financial documents (RQ's, PO's etc.).
- Monitors Safe Schools training for all transportation employees.
- Monitors, notifies, and assists the district's CDL drivers with the renewal process.
- Ensures all practice emergency evacuations drills are scheduled, completed and documented.
- Assists with dispatching drivers and radio calls.
- Assists as a bus driver as needed during and after-hours.
- Answers phones and directs calls appropriately.
- Recruits and helps advertise for open transportation positions.
- Recruits, instructs and trains drivers who desire to obtain Bus Driver Trainer certification.
- Communicates effectively and works well with supervisors and other team members.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATION:

The ability to operate office equipment and knowledge to perform general computer related tasks. These may comprise but not limited to Excel, Outlook, Word, Adobe Acrobat, Zonar, Transfinder Kronos along with other payroll and finance software. The ability to communicate effectively with district staff members, applicants, and parents is an integral part of this position.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) have no points on driving records and able to pass physical including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS: Have valid Oklahoma Commercial Driver's License, class B, with a Passenger (P) and School Bus (S) endorsements, and air brakes qualified. Meet all Oklahoma State Department of Education requirements for school bus driver certification, and have a good driving record. Have a valid Bus Driver Trainer certificate or completed the requirements for Bus Driver Trainer certification.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to physically manage students and equipment. Be able to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to supervise children, with experience in childcare supervision preferred. Ability to perform duties with awareness of Transportation Standard Operating Procedures, all District requirements, and Board of Education of policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and is occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp equipment or students. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Pass all required drug screens. Must not be insulin dependent diabetic.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 and below 32 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently loud enough that the employee must raise his/ her voice to be heard.