

Job Title: **Transportation Coordinator, LSRV**  
Reports to: **Director of Transportation; Principal LSRV**  
Department: **Transportation Department**

**I. NATURE AND SCOPE OF JOB:**

To represent Carbon County School District One and the Transportation Department and assume responsibility for coordinating the safe transporting of students and adults to and from school, activities, and all related functions.

**II. EXPECTATIONS:**

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

**III. JOB FUNCTIONS**

**A. Essential Functions:**

1. Coordinates all activities within the LSRV transportation Department.
2. Maintains good working relationship with drivers and staff.
3. Keep track of maintenance on vehicles and notify Mechanics and Transportation Director of maintenance needs.
4. Assures that all vehicles are prepared and ready for the semi-annual inspections.
5. Reports all accidents to Transportation Director and police.
6. Keeps written reports on file and submits to Transportation Director as requested.
7. Works with the Principal concerning road conditions and makes recommendations as to whether or not students can be transported safely under existing weather conditions. Will be in touch with Transportation Director when it involves travel for out of town events.
8. Routes paper work as directed to Transportation Director or Business Office.
9. Drives daily routes and activity bus when necessary.
10. Maintains the vehicles that are assigned to LSRV ensuring that they are clean and fueled.
11. Keeps the bus garage and surrounding area clean.
12. Make trips to outlying towns for supplies needed in the transportation department in LSRV. Occasionally picking up supplies for the Principal.
13. Performs all other duties and responsibilities as assigned.

**Job Description**  
**Transportation Coordinator, LSRV**  
**Page 2**

**IV. Job Qualifications:**

**A. Knowledge, Skills, and Mental Ability:**

1. Ability to speak clearly and concisely.
2. Ability to communicate in English (orally and in writing)
3. Ability to make decisions with sound judgment.
4. Ability to weight options, think clearly and evaluate accurately.

**B. Education, License, Certification or Formal Training:**

1. High School Diploma or equivalent.
2. Minimum of two to four years experience.
3. Successfully pass District Bloodborne Pathogens training.
4. Satisfactory completion of AHERA (asbestos) training.

**C. Physical Demands:**

1. Ability to lift a minimum of 50 pounds on a regular basis.
2. Ability to work continually standing, walking, sitting or bending.
3. Ability to climb ladders.

**D. Environmental Demands:**

1. Ability to cope with school related noise.
2. Ability to work in all types of weather common in Wyoming.
3. Ability to cope with dust, fumes, and/or odors from cleaning and equipment.

Carbon County School District One does not discriminate on the basis of race, color , national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

2/1/05