

**NAME:**

**TITLE:** **Transportation Coordinator**

**QUALIFICATIONS:**

1. High School Diploma
2. Ability to communicate effectively with a variety of people
3. Knowledge of school transportation operations
5. Certificate of good health.

**REPORTS TO:** Director of Operations

**JOB GOAL** To provide fair and consistent administration of transportation rules and policies and effectively schedule transportation equipment.

**TERMS OF EMPLOYMENT:** Twelve month year. Days and hours to be established.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of supervisory personnel.

**PERFORMANCE RESPONSIBILITIES:**

<i>Meets</i>	<i>Needs</i>	
<u>Expectations</u>	<u>Emphasis</u>	
_____	_____	1. Open and manage transportation operations on a daily basis (6:00 am – 2:30 pm)
_____	_____	2. Prepare driver schedules for daily bus routes.
_____	_____	3. Coordinate drivers with daily schedules.
_____	_____	4. Prepare route lists for special needs routes and manage accordingly.
_____	_____	5. Prepare weekly activity schedule and coordinate drivers with each activity.
_____	_____	6. Schedule driver physicals and re-certifications.
_____	_____	7. Maintain bus driver's permits and file state reports accordingly.
_____	_____	8. Prepare, adjust, and maintain bus routes.
_____	_____	9. Maintain monthly reports for annual transportation report.
_____	_____	10. Process and manage student discipline reports and work with building officials.
_____	_____	11. Input transportation information into PowerSchool.
_____	_____	12. Maintain student list for each bus route.
_____	_____	13. Prepare daily student list for the academic bus.
_____	_____	14. Prepare all paperwork for school registration.
_____	_____	15. Works with drivers to insure understanding of transportation rules and policies.
_____	_____	16. Monitor training of drivers to insure compliance with state regulations and board policies.
_____	_____	17. Act as liaison between transportation employees and Director of Operations.
_____	_____	18. Compiles and assembles data as directed for management review and decision making regarding budgetary items.
_____	_____	19. Must have good communications skills.
_____	_____	20. Must be able to work with the public
_____	_____	21. Performs other duties as assigned.

_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel

<b><u>Meets</u></b>	<b><u>Needs</u></b>
<b><u>Expectations</u></b>	<b><u>Emphasis</u></b>

_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other

---

---

### **EVALUATION SUMMARY**

I believe that this employee's major strong points are:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I believe that the following areas need improvement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator.       Yes       No

I agree with the evaluator.       Yes       No

If no, with what specific statement(s) do you disagree?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_