

THE POLAND SCHOOLS
JOB DESCRIPTION

TITLE: Transportation Coordinator

QUALIFICATIONS:

1. High School Graduate (Min./Prefer some college).
2. Holds a CDL (or be willing to become knowledgeable and obtain a CDL)
3. Proficient at bus routing and scheduling (or be willing to learn)
4. Supervisory/management skills
5. Strong communication skills
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent/Director of Operations

SUPERVISES: All staff in transportation department

JOB GOAL:

1. Schedules all bus routes in a timely, efficient and safe manner.
2. Manages transportation service in an effective manner.
3. Develops and maintains good public relations for the transportation department.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and administers all bus routes in an effective and efficient manner.
2. Processes and resolves parental complaints and/or concerns relative to transportation department services.
3. Schedules all extra trips for school vehicles/drivers.
4. Takes calls from drivers reporting off and arranges for substitutes.
5. Trains new drivers or contracts for Driver Training.
6. Responsible for evaluating all transportation department personnel and maintaining an effective work force.
7. Turns in all payroll data for transportation department personnel in a timely and accurate manner.

8. Responsible for all transportation reports.
9. Assists in reviewing bus bids and in preparation of bus specifications as requested.
10. Supervises bus mechanics in the maintenance and repair of all district vehicles (buses/vans/lawn tractors).
11. Oversees an efficient and effective preventive maintenance program of all district vehicles (buses/vans/lawn tractors).
12. Supervises and maintains an updated inventory of all supplies and parts in transportation department.
13. Submits all requisitions for transportation department to Superintendent for approval.
14. Administers the district's federally mandated drug and alcohol testing program and the district's bus safety program.
15. Operates department within budgetary allocations.
16. Follows all Federal and State Transportation Regulations and Laws.
17. Attends State sponsored Professional Development opportunities with prior Superintendent approval.
18. Other transportation related duties as from time to time as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT; Wages and fringes are established by the Board.
260 days per contract year as days specified.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-certified Administrative Personnel.

The Poland Local School District Board of Education is an equal opportunity employer. Job descriptions are subject to change. This job description is not intended to be a complete list of all job duties to be performed.

4/26/2021

I acknowledge receiving a copy of this job description for Poland Local School District.

Signature

Date