

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Coordinator of Transportation

EMPLOYEE CATEGORY: 1/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma from an accredited educational institution.
- (2) Five (5) years in Transportation, including two (2) years in an administrative capacity, bus driver certificate required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state law as it pertains to school transportation, traffic laws and regulations. Knowledge of school transportation systems and equipment. Ability to plan and schedule a District-wide bus routing program. Knowledge of vehicle service and maintenance techniques and procedures. Ability to manage finances and departmental budget. Knowledge of safety standards for vehicles and transportation and inspection requirements. Ability to utilize technology to enhance management of the department. Ability to plan, manage and supervise personnel.

REPORTS TO: Assistant Superintendent for Administration

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Administer the District-wide transportation program, including program planning / implementation and evaluation to meet requirements of the daily instructional program and extracurricular activities.
2. Direct the purchase, replacement, inspection, maintenance and repair of school buses and other vehicles owned by the District.
3. Oversee the purchase and inventory of parts, fuel and supplies.
4. Develop and oversee a bus routing system that considers and recommends special services, bus routes and route extensions.
5. Assist in the preparation and administer the budget for Transportation and other assigned areas.
6. Inspect and monitor conditions at bus stops and school loading zones.
7. Maintain or direct the maintenance of records related to inspection, maintenance and repair of buses and other vehicles as well as student bus and assignment duties.
8. Maintain student bus rosters and participation logs for State and District reporting purposes.

Inter / Intra-agency Communication and Delivery

9. Confer regularly with District administrators on the adequacy of services, safety and school bus discipline.
10. Communicate through proper channels to keep appropriate persons informed of impending problems or events of an unusual nature.

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11. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.

Professional Growth and Improvement

12. Promote and support professional development for self and others.
13. Plan and provide inservice activities for assigned personnel.
14. Participate in meetings and other activities to enhance professional growth.
15. Manage and administer personnel development through training, inservice and other developmental activities.

Systemic Functions

16. Investigate requests or complaints relating to transportation and respond or make recommendations to appropriate administrator.
17. Prepare all required reports and maintain all appropriate records.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
19. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact on the District.
20. Make and share decisions in a timely manner.
21. Respond quickly to emergency situations.
22. Perform other incidental tasks consistent with the goals and objectives of the District this position.

Leadership and Strategic Orientation

23. Direct or conduct periodic studies for purpose of improving delivery of transportation services.
24. Assist in the determination of transportation impact on locations for instructional programs.
25. Assist in the development of policies and administrative guidelines for Transportation Services including requirements associated with the American Disabilities Act and OSHA.
26. Assist in the development of short- and long-range District plans.
27. Anticipate potential problems and design processes and procedures to address them.
28. Exhibit support for the District's vision, mission, goals and priorities.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the Assistant Superintendent for Administration

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: # 40--Level VI