

FLAGLER SCHOOL DISTRICT COUNTY

JOB DESCRIPTION

COORDINATOR, TRANSPORTATION AND FLEET SERVICES

QUALIFICATIONS:

- (1) Bachelor's degree from an approved accredited educational institution; and minimum of five (5) years' experience in supervision and management, transportation or an equivalent combination of education and experience.
- (2) Possess a valid Florida CDL Class B License with appropriate bus driver "P" – Passenger and "S" – School Bus endorsements.
- (3) Required to complete a basic course in CPR and First-Aid within the first year.
- (4) Required to complete a course in National Crisis Intervention (NCI) and Crisis Prevention Intervention (CPI) training.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the operation of a school bus and of preventive maintenance procedures and practices. Knowledge of occupational hazards and safety precautions relating to the transportation of students. Knowledge of the rules and regulations of the school board as they apply to school bus operations, and of the state traffic laws. Ability to plan safe, economical and efficient bus routes. Ability to direct work of personnel in a manner conducive to efficiency and high morale. Thorough knowledge of fleet management and modern transportation technologies and practices. Ability to establish and maintain effective working relationships with staff, principals, administrators and the public.

REPORTS TO:

Director of Transportation

JOB GOAL

To assist the Director of Transportation in the planning, organizing and supervision of student transportation services. To serve as a liaison between the Director and support personnel and to interact with school administrators in the scheduling and management of transportation services.

SUPERVISE:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) To act on behalf of the Director of Transportation upon his/her absence from the District and at other times upon request.
- (2) Assist in the development, implementation and monitoring of a district-wide transportation program. Attend and assist schools at Individual Education Plan (IEP) meetings.
- (3) Develop, implement, and monitor training for bus drivers to continually enhance their management skills for student behavior.
- (4) Develop, implement, and monitor training of bus drivers in the use professional defensive driving techniques to allow for safe, courteous driving.
- (5) Assist in the development, implementation, and maintenance of a systematic program for the improvement and updating of skills for all Transportation Supervisors, Dispatch Routers, Driver Trainers, Safety Training Specialists, Bus Drivers and Bus Aide.
- (6) Assist in recruiting, training and supervising all transportation/fleet personnel.
- (7) Assist in completing local, State, and Federal reports.

Coordinator, Transportation & Fleet Services *continued*

- (8) Promote high standards of safety and good housekeeping methods in all work connected areas.
- (9) Assist with the development of the department budget.
- (10) Establish and maintain effective working relationships with support personnel
- (11) Assist in solving discipline problems occurring on school buses.
- (12) Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment actions.
- (13) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep Director informed of potential problems or unusual events.
- (14) Respond to and properly document emergency situations through proper communication with administrative staff, local and state law enforcement agencies, local and state emergency operation centers and EMS.
- (15) Serve as a liaison with student, parents, school administrators and bus drivers.
- (16) Drive a school bus when necessary.
- (17) Attend required in-service training programs.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and /or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

All Performance Responsibilities listed above are considered essential duties.

Job Description Supplement Code 8

Salary Lane: Professional PAL3

Approved 07/19/2022