

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TRANSPORTATION COORDINATOR

QUALIFICATIONS:

1. Must hold CDL with Passenger, School Bus and Air Brake Endorsements.
2. Required Background clearance results must be satisfactory to the District.
3. Ability to pass required annual physical.
4. Ability to pass mandatory random drug tests.
5. High School diploma.
6. Good driving record.
7. Basic Computer Skills.
8. Social skills, willing to work independently or as a team.

REPORTS TO: Director of Transportation

JOB GOAL: To provide support to the district transportation department

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility of Transportation Department in absence of Director of Transportation
2. Assumes Bus Dispatcher duties and responsibilities as scheduled or needed
3. Assist Director in creating new bus routes and making adjustments to established routes
 - a. Help maintain the computerized mapping and routing software
 - b. Reviews and assigns routes and stops
 - c. Create and maintain bus routes
4. Answer radio and telephone messages
5. Maintain transportation records
6. Schedule Substitute Drivers
7. Substitute drive when necessary
8. Assist Director in the scheduling of extra-curricular activity trips
9. Schedule District owned Suburbans and maintain records accordingly
10. Assist Director in preparing for staff meetings
11. In inclement weather, help get buses ready for drivers
12. Assists Director with completing and submitting required reports to DESE Transportation Section, including but not limited to Depreciation Schedules, Route Approval Forms, Application for Transportation Aid and Accident Reports.
13. Provides a system to keep accurate records of student count, mileage, etc.
14. Assists Director of Transportation with transportation employee evaluations
15. Perform other duties and responsibilities as directed

PHYSICAL DEMANDS: Sitting/typing for up to 10 hours daily, regularly lift up to 25 pounds, bending for filing, walking for up to one hour on concrete/pavement/gravel, repetitive motions with shoulder to open/close a bus door, ability to climb on a ladder or step stool, raising arms above head and hold up to 5 pounds.

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Director of Transportation

APPROVED BY SCHOOL BOARD: May 15, 2014