

**Memorandum of Understanding  
between  
Mercer Island Education Association, Classified ("MIEA")  
and  
Mercer Island School District ("District")  
Regarding**

**Creation: Transportation Coordinator Position**

The purpose of this Memorandum of Understanding (MOU) is to establish a new classified MIEA position titled "Transportation Coordinator."


The role of technology in student transportation is becoming increasingly complex, necessitating enhanced training and support to equip our drivers and, at this time, our new dispatchers effectively. Additionally, a persistent driver shortage has led to an expanded requirement for training new Commercial Driver License (CDL) candidates throughout the academic year, not just during the summer months. As we transition our fleet from fossil fuel to electric buses, the requirements for driver training are also evolving at this time and attention needs to be given to professional learning development, particularly in regard to conducting modified pre-trip safety inspections. The intricacies of these multiple factors make the addition of a Transportation Coordinator critical at this time for the efficient operation of the transportation department.

The contractual details of this new position are as follows:

Position Title:	Transportation Coordinator
Position:	Position 12
Starting Salary:	\$46.27 per hour

This MOU will be integrated into the broader Collective Bargaining Agreement when next open and is, upon execution, subject to all terms and conditions therein.

*Dr. Frederick D. Rundle*                      Oct 10, 2023  
\_\_\_\_\_  
Dr. Fred Rundle                      Date  
Superintendent

                      Oct 10, 2023  
\_\_\_\_\_  
Sally Loeser                      Date  
MIEA President

# **Mercer Island School District**

## **Job Description: Transportation Coordinator**

### **POSITION PURPOSE**

Under the supervision of the Director of Transportation, the Transportation Coordinator plans and manages daily bus routes, extra-curricular activities, and field trips. This position also oversees new and current driver training programs.

### **ESSENTIAL FUNCTIONS**

- Acts as primary routing specialist, trip coordinator, and driver training coordinator under the direction of the Director of Transportation.
- Schedules driver training for new trainees and existing drivers, including the instructors, and coordinates materials and resources required.
- Coordinates daily transportation assignments for all regular routes and extra-curricular trips.
- Acts as a relief driver as needed at the discretion of the Director.
- Acts as the trip coordinator using the Google Suite system to schedule all field trips.
- Communicates route information to drivers.
- Briefs drivers on special assignments, routing, and road conditions.
- Receives absence submissions from regular drivers and schedule substitutes.
- Assists the Director with developing route systems; maintains current route information and maps.
- Advises schools/buildings of bus or route changes or delays.
- Receives bus breakdown calls; coordinates with mechanics and drivers.
- Responds courteously and promptly to questions from the community concerning routes, stops, and schedules.
- Accesses student records in the routing system.
- Analyze ways to reduce costs and maximize efficiency and provide recommendations to the director.
- Work with local municipal agencies in case of unscheduled road closures. Oversee correct and timely preparation of payroll time and absence reports for drivers.
- Serve on committees deemed necessary by the supervisor.
- Assist with annual surveys and data gathering.
- Communicate with Dispatchers regarding daily workflow and provide coverage for Dispatchers when necessary.
- Assist with office operations and perform clerical duties, as needed.
- Other duties as needed related to this role and department.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Additionally, this position requires the completion of training in Reasonable Suspicion for Alcohol and Drug Use before or soon after hire. Further, a pre-employment drug screening, FBI, and Washington State Patrol screening is required.

The requirements listed below are representative but not reflective of the totality of the knowledge, skill, and/or ability required of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

### **Education and/or Experience**

- Associate degree or equivalent
- Washington State School Bus Authorization with Class B Commercial Driver License
- 1-3 years of commercial or school bus driving experience
- Valid First Aid/CPR certification

### **Skills and Abilities**

- Possess strong interpersonal skills;
- Ability to:
  - Lead one-to-one and small-group training;
  - Develop and maintain cooperative work relationships with drivers, staff, parents, and members of the community;
  - Operate and maintain emergency communication systems and plans;
  - Read and interpret road and street maps;
- Proficiency in engaging diplomatically with the public, including the capacity to manage interactions regarding contentious topics or with challenging individuals;
- Facilitate the accurate and efficient submission of payroll and absence reports for drivers.
- Liaise with local agencies during unscheduled road closures;
- Oversee driver training programs, from curriculum development to schedule;
- Expertise in devising safe and efficient routing strategies for daily transportation as well as special trips and events;
- Knowledge of Mercer Island and surrounding area street geography.
- Demonstrated ability to autonomously plan, organize, and execute work tasks with a focus on efficiency and effectiveness;
- Capacity to manage multiple responsibilities concurrently while maintaining high levels of effectiveness and composure under pressure;
- Possess and strong understanding of the Washington State Traffic Code, school bus operational policies, and safety practice standards;
- Demonstrated competence in adhering to and executing duties in alignment with all applicable district and State regulations, guidelines, and policies.

### **Writing and Language Skills**

- Proficiency in reading and interpreting English documents, including safety guidelines, operational procedures, and maintenance instructions.
- Skill in crafting clear, concise reports, business correspondence, and procedure guides that are easily understandable by the intended audience.
- Competence in addressing inquiries and complaints from parents, regulatory bodies, and the wider community through both email and verbal communication.

## **Technology Skills**

Proficiency in utilizing a range of transportation department software platforms, encompassing Google Suite, Microsoft Suite, Qmlativ Student Management System, specialized trip-planning software, and Absence Management & Time Systems. Also desired are the following:

- *Spreadsheets and Data Analysis Tools*: Proficiency in spreadsheet software like Microsoft Excel for budgeting, scheduling, and data analysis.
- *Basic Networking*: Understanding of basic computer networking for troubleshooting in-house systems.
- *GPS and Route Optimization Software*: Ability to operate and interpret GPS systems and route optimization software for efficient planning.

## **Reasoning Ability**

Strong inclination for improving existing operational systems, coupled with project management skills to implement changes effectively and efficiently. Exceptional reasoning skills, including the ability to identify issues, gather pertinent data, establish factual bases, and draw well-grounded conclusions.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to repeat the same hand, arm, or finger motion many times (for example, typing, data entry, etc.), and drive on the job. Occasionally, but essentially, the employee must be able to sit, walk, stand, sprint/run, reach above the head, reach forward, use finger dexterity (typing or putting on a bolt), lift up to 25 pounds floor to overhead, lift up to 50 pounds floor to waist, push/pull up to 50 pounds (for example, boxes of supplies, office equipment, students in wheelchairs. Occasionally, items will be on wheels and pushed/pulled over carpeted floor, blacktop/paved road, tiled floor or concrete.), carry up to 50 pounds.
- The employee may occasionally bend or twist at the neck more than the average person, bend or twist at the trunk more than the average person, squat/stoop/kneel, use manual dexterity (using a wrench or screwing a lid on a jar), lift over 76 pounds floor to waist (loads over 50 pounds may be shared, or reduced into smaller loads), push/pull up to 75 pounds, carry up to 75 pounds.
- Specific vision and hearing required by this job include seeing objects/persons at a distance, seeing close work such as typed or handwritten material, being able to tell differences among colors, hearing conversation in a noisy environment, hearing differences among bells, buzzers, horns, etc.

## **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee frequently works inside, works in loud noise areas, meets deadlines with severe time constraints, works irregular or extended hours and communicates through speech. The employee occasionally, but essentially, must work outside,

work in temperatures below 32 degrees and above 100 degrees, walk on slippery surfaces, be exposed to VDTs or CRTs, handle or be in machinery that is vibrating, and be exposed to infection (germs, bacteria, viruses).

- The employee occasionally may be soaking wet, work 6 feet off the ground, work in confined spaces and or cramped body positions, be exposed to sunlight, work where there are sudden temperature changes, be at risk of getting bitten by animals or insects, be exposed to silica, cement or concrete, or other kinds of dust, be exposed to environmental allergens, be in contact with oils or other petroleum products, be exposed to gasses, fumes, sprays, etc.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.