

Transportation Coordinator - Vacancy ID: 220515

Open Vacancy

Vacancy Details

Title

Transportation Coordinator

School/Building

Luxemburg-Casco School District

Number of Openings

1

URL

<https://www.luxcasco.k12.wi.us/>

Close Date (11:59 p.m. Central)

Open until filled

Contact

Name

Rebecca Dobbe

Title

Director of Business Service

Email

rdobbe@luxcasco.k12.wi.us

Phone

920-845-5982

Website

<https://www.luxcasco.k12.wi.us/>

Position Details

Position Start Date

As soon as possible

Salary/Wage

Based Upon Experience

Appointment Type

Full Time

Description

The Luxemburg-Casco School District is seeking a Transportation Coordinator. The Transportation Coordinator will manage the transportation services of the Luxemburg-Casco School District to ensure safe and efficient delivery of such services.

Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Supervises: Bus Drivers, substitute drivers, bus aides, and mechanics.

Reports To: Director of Business Services

Overall Responsibilities:

- Ensures compliance with all laws, regulations and board policy related to school transportation.
- Making hiring recommendations for the District's Transportation Department.
- Serve as a liaison with parents, parochial schools, administrators, police and others who interrelate with the District Transportation Department.
- Assist drivers and/or school leaders with coordination of student discipline.
- Ensuring employees are compliant with driving district vehicles.
- Serve as a substitute driver as needed, covering regular routes, field trips and athletic trips.

Routes and Services:

- Establish and administer bus routes, regular daily transportation schedules, athletic/field trip schedules, and all other required transportation needs of the district.
- Determine number of school bus routes needed, establishing appropriate routes and route combinations, assigning students to school bus stops, and revising school bus routes as student populations and programs change.
- Arranges for the transportation of pupils with disabilities as determined by the Special Educational Department.

Financing and Reporting:

- Prepares and administers the transportation budget.
- Develops recommendations for future equipment and personnel needs.
- Prepares and maintains all transportation records and reports as required by local, state and federal reporting.

Complaints:

- Investigates complaints of inappropriate behavior by transportation staff while on duty.
- Reviews all camera videos relative to complaints.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all local, state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Supervisor.

Typical Physical Requirements

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
 - Frequent standing, walking, reaching, grasping, holding. Occasional stooping, crouching, kneeling and crawling.

Qualifications

Qualifications for Employment:

Required

- High School Diploma or GED
- Commercial Driver's License (CDL) is mandatory or willingness to obtain within 30 days (District will support CDL Training).
- Experience with supervising personnel is preferred
- Experience with school bus operations is preferred
- Organized with attention to detail
- Effective oral and written communications
- Positive interpersonal skills and public relations skills to work effectively with students, parents, staff and Board Members
- Ability to successfully work independently, with little direction

- Ability to work well under pressure/deadlines, prioritize, and multitask

- Ability to make decisions and solve problems

Terms of Employment:

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

NOTICE OF NONDISCRIMINATION POLICY

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, jmathes@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume