

**TRUSSVILLE CITY
SCHOOLS JOB
DESCRIPTION**

POSITION TITLE: Transportation Coordinator

QUALIFICATIONS: A Valid Alabama Teaching Certificate required
Administrative experience preferred
A valid Alabama CDL and School Bus Drivers Certificate required
Pass the DOT Medical Exam Report once every two years (*or as required*) General knowledge of mechanics, bus safety and bus routing required; Experience in school transportation required
General knowledge of regulations and laws governing exceptional education
Proficient in public relations
Ability to organize staff development/training and shop work
Such alternatives to the above qualifications including health requirements as the Board may find appropriate

REPORTS TO: CSFO or Superintendent's Designee

EVALUATION: Trussville City Schools Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Plan and administer transportation program to meet all requirements of the daily instructional program and extracurricular activities.
2. Cooperate with the Superintendent and Assistant Superintendents for management and purchase of equipment and budget planning.
3. Supervise bus routes and schedules and is the final staff authority in the creation or elimination of a school bus stop.
4. Recruit, train and supervise all transportation personnel.
5. Supervise report and record system.
6. Maintain all Board-owned automotive equipment and maintain program for preventive maintenance.
7. Investigate and report accidents promptly and properly.
8. Knowledgeable of all applicable local, state, and federal laws regarding transportation.
9. Work cooperatively with the Alabama State Department of Education, Pupil Transportation Department.
10. Work cooperatively with Central Office staff, principals, drivers, and parents.
11. Act as liaison with parents for complaints and special requests.

12. Work with insurance agency to update and complete record keeping.
13. Maintain safety standards in conformance with state and insurance regulations and maintain a program of preventive safety.
14. Meet with drivers periodically on matters concerning safety.
15. Investigate road hazards during inclement weather and keep Superintendent and Assistant Superintendents informed.
16. Attend relative meetings and workshops when appropriate.
17. Assist in solving discipline problems on school buses when requested.
18. Observe and evaluate transportation employees.
19. Be regular and punctual in attendance.
20. Maintain a positive, cooperative attitude in the work environment.
21. Assume responsibility for acting as a representative of the Trussville City School System in the solution of problems.
22. Assume responsibility to perform any work which is assigned by the Superintendent of Schools and/or representative, including the immediate supervisor.

Approved: Trussville City Board of Education, August 5, 2013
Amended: November 16, 2015