RSU No. 5 Durham ~ Freeport ~ Pownal
Transportation Coordinator
Classified Professional

QUALIFICATIONS:

1. High school diploma required; associate or bachelor's degree in business, logistics, or a related field preferred.
2. Minimum of 2–3 years of experience in transportation operations, logistics, or school bus supervision, is preferred.
3. Valid Commercial Driver's License (CDL) Class B with passenger and school bus endorsements preferred but not required (must maintain an insurable driving record).
4. Proficiency in routing software and Microsoft Office / Google Workspace.
5. Strong crisis-management, problem-solving, and interpersonal communication skills.

REPORTS TO:

Director of Transportation

JOB GOAL:

To ensure the safe, efficient, and economical transportation of students to and from school, special events, and field trips, while maintaining clear communication with staff, parents, and school administration. Coordinates all safety programming, training, and completes all state reporting requirements.

PERFORMANCE RESPONSIBILITIES:

1. Design and implement safe, efficient daily bus routes, stops, and time schedules using computerized routing software.
2. Continuously monitor load capacities, traffic patterns, and student population shifts to adjust routes as needed.
3. Coordinate specialized transportation for special education students or alternative programs in partnership with student services.
4. Schedule field trips, athletic events, and community programs requests.
5. Assist in the recruitment, hiring, and daily supervision of bus drivers and van drivers.
6. Organize safety training, orientation for new drivers, and ongoing professional development in compliance with state and federal laws.
7. Manage daily driver assignments, substitutes, and coverage for unplanned absences.
8. Monitor and maintain required state and federal records. Enforce Department of Transportation (DOT) and state regulations, guidelines, and district safety policies.
9. Assist the Director with coordinating routine vehicle maintenance schedules, repairs, and annual state inspections with mechanic or external contractors.

10. Serve as the primary liaison between parents, schools, and transportation contractors regarding safety concerns, route questions, and student discipline issues.
11. Maintain accurate records and prepare mandatory local, state, and federal transportation reports.
12. Budget Preparation: Assist the Director of Transportation in analyzing previous spending patterns, projecting future costs (e.g., fuel, parts, contractor rates), and drafting the annual transportation department budget.
13. Purchase Orders: Generates purchase orders for transportation related expenses.
14. Ongoing Maintenance: Conduct ongoing budget maintenance by tracking monthly expenditures, verifying invoices against purchase orders, identifying variances, and recommending cost-saving adjustments.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:

Evaluated annually by the Director of Transportation.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Position created: 10/7/26