

Job Title:	Transportation Coordinator	Wage/Hour Status:	Exempt
Reports to:	Director Transportation	Pay Grade:	101
Dept. /School:	Transportation	Date Revised:	October 28, 2024

Primary Purpose

Supervise and coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

Qualifications

Education/Certification

Bachelor's Degree or Five (5) years' experience in pupil transportation
Must obtain valid Texas Commercial Driver's License/ and school bus endorsements within 6 months of employment
Must obtain Region 19 School Bus Driver Certificate
Must maintain an acceptable driving record as required by the Texas Department of Public Safety
Must pass alcohol and drug test

Special Knowledge/Skills

- Ability to operate bus
- Ability to follow written and verbal instruction
- Ability to interpret policies, procedures and data
- Strong organization, communication and interpersonal skills
- Ability to utilize bus routing software

Experience

At least two (2) years supervisory experience or other related transportation experience

Major Responsibilities and Duties

1. Manage and supervise school bus drivers, bus monitors and other operational personnel assigned to the transportation area.
2. Use existing software such as; Transfinder, Zonar and TRBOnet and manage daily operations.
3. Observe and evaluate the job performance of assigned personnel.
4. Coordinate extracurricular, special events and other programs requiring transportation with staff and operational personnel.
5. Coordinate with Assistant Director to prepare data required to plan bus route and post route information.
6. Coordinate with the Special Education Routes Specialist to prepare special education bus routes and ensure drivers maintain a route folder with accurate descriptions of morning, noon and afternoon routes.
7. Make route adjustments as needed to improve safety and efficiency.
8. Prepare, coordinate and schedule all summer school bus routes.
9. Create all work schedules for drivers, bus monitors and other operational personnel.
10. Process payroll for employees using the current time keeping system.
11. Respond to concerns brought fourth by administration, employees, parents and the general public; implement corrective action plans as necessary.
12. Coordinate with Risk Management on investigation of vehicle accidents and employee injury occurrences.
13. Coordinate with Assistant Director on safe operation of school buses and fleet vehicles.
14. Maintain all school buses and other transportation vehicles assigned clean and presentable.
15. Respond to after-hours incident calls, as needed.
16. Serve as a substitute bus driver.
17. Operate vehicle, equipment, and use tools following established safety procedures
18. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.

- 19. Correct unsafe conditions in the area and reports any conditions that are not correctable to the supervisor, immediately.
- 20. Conduct monthly safety meetings and develop training programs, as needed.
- 21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Assigned personnel

Equipment Used

School bus, safety equipment, fire extinguisher

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Continual sitting, reaching, and repetitive hand and arm motions. Work indoor and outdoor; moderate exposure to extreme temperatures (hot) and vehicle fumes.

Terms of Employment

226 days; daily rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.