

# JOB DESCRIPTION

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<b>Job Title</b>	Coordinator Transportation	<b>Job Title Code</b>	160890
<b>Reports to</b>	Director Transportation	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Transportation	<b>Pay Grade</b>	101
		<b>Date Revised</b>	October 28, 2024

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## Primary Purpose

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

## 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 timekeeping system.
11. Respond to concerns brought forth 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.



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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 report 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

Supervise 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; salary 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 with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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



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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.