

<b>Job Title:</b>	Assistant Transportation Coordinator	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Transportation Coordinator	<b>Pay Grade:</b>	TR6
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	August 14, 2023

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**Primary Purpose**

Assist in the supervision and coordination of assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation services.

**Qualifications****Education/Certification**

High School Diploma/GED

Valid and current commercial driver's license/passenger and school bus endorsements

Valid Texas School Bus Driver Certification

Must maintain an acceptable driving record as required by the Texas Department of Public Safety

**Special Knowledge/Skills**

- Ability to communicate effectively
- Ability to pass alcohol and drug screening
- Ability to pass annual physical
- Ability to operate bus
- Ability to follow written and verbal instruction
- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills
- Knowledge of computer skills and software applications
- Ability to utilize bus routing and GPS software systems

**Experience**

Five (5) years of experience in transportation

**Major Responsibilities and Duties**

1. Observe and supervise the job performance of assigned personnel.
2. Assist in coordinating extracurricular activities, special events and other programs requiring transportation with staff.
3. Assist Transportation Coordinator to prepare data required to create bus routes and post route information
4. Coordinate with Special Education Route Specialist to prepare routes.
5. Make route adjustment recommendations as needed to improve safety and efficiency.
6. Issue emergency procedures to ensure the safety of the students.
7. Dispatch buses on schedule by coordinating drivers, vehicles, and monitors.
8. Check safe student ridership on buses.
9. Ensure buses are in operating condition.
10. Consult with principals, students, parents, and associate area superintendents on bus disciplinary issues.
11. Ensure compliance with regulations, procedures, and policies pertaining to the transportation of special education and regular students.
12. Assign special education students to bus routes and monitors attendance in compliance with district policy
13. Report mechanical issues with buses.
14. Document concerns from principals, parents, drivers, and students.
15. Ensure the security of the transportation equipment and facility.
16. Monitor and report excessive employee absences to the Transportation Coordinator.
17. Oversee and verify employee timecards daily.
18. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

- 19. Correct unsafe conditions in the area and immediately report any conditions that are not correctable to the supervisor.
- 20. Maintain the school buses and other transportation vehicles assigned clean and presentable.
- 21. Ensure compliance with School Health and Related Services (SHARS) documents.
- 22. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise Dispatcher, Bus Drivers, Substitute Drivers, Monitors, and Substitute Monitors

**Equipment Used**

School bus, safety equipment, fire extinguisher

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling. Prolonged driving; walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching. Must be able to lift a minimum of 50 lbs. Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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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: \_\_\_\_\_

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.