TITLE: **Transportation Coordinator**

QUALIFICATIONS:

1. Has a high school diploma or GED certificate
2. Has experience in the area of student transportation services
3. Must pass a driving record check
4. Must have computer knowledge
5. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate **or** must obtain a valid Commercial Driver’s License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment
6. Has demonstrated knowledge of specialized transportation equipment
7. Has demonstrated the ability to communicate and work effectively with staff and parents

REPORTS TO: Director of Transportation

JOB GOAL:

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the school district

PERFORMANCE RESPONSIBILITIES:

1. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
2. Prepare bus routes for public and non-public schools in the designated cluster area
3. Prepare and update bus schedules for public and non-public schools in the designated cluster area
4. Supervise transportation personnel in the designated cluster area and make recommendations for their employment, transfer, promotion, release and conduct annual evaluations
5. Maintain safety standards in conformance with state and insurance regulations and update the preventive safety program
6. Take an active role in solving all personnel problems connected with transportation of students, and act as a liaison with parents for complaints
7. Maintain an inventory of supplies and equipment
8. Develop recommendations for future equipment and personnel needs
9. Attend appropriate committee, staff, and board meetings
10. Insure that the school district conforms with all state laws and regulations regarding school transportation
11. Drive a school bus in extreme emergency situations as requested by the Director of Transportation Assists with driver training
12. Cooperate with school principals and others responsible for planning school trips
13. Plan and implement professional development for bus drivers assigned to the designated cluster area
14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary- Professional ~~V~~ II Salary Schedule
* 8 per day
* 40 per wk.
* 260 days
* 12 months
* Board approved 11-9-2006, Rev 9-11-08, Revised 6-11-2015