

## **TRANSPORTATION COORDINATOR**

**DRAFT**

**REPORTS TO:** Director, Operations & Transportation

### **QUALIFICATIONS:**

- High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
- Computer knowledge and experience.
- Valid Kentucky Commercial Class B driver's license, including passenger endorsement
- Must pass driving record check
- One-year experience in the operation of a motor vehicle.
- Must obtain Bus Driver Trainer Certification

### **JOB GOALS:**

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

Will be an ambassador for Spencer County Public Schools and commit to offering excellent customer service to students, parents, and staff.

### **CRITICAL SKILLS/EXPERTISE REQUIRED:**

#### KNOWLEDGE OF:

- Safe driving practices and methods.
- Principles, methods, techniques and strategies of school bus drivers.
- Provisions of the Kentucky Motor Vehicle Code and laws applicable to the operation of vehicles in the transportation of students.
- Principles methods and procedures related to a large pupil transportation system.
- Technical aspects of field of specialty.

### **ESSENTIAL JOB FUNCTIONS:**

#### ABILITY TO:

- Operate a school bus over designated routes.
- Maintain accurate records.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Attend meetings and remain current concerning rules, regulations, policies and laws.
- Possess certification with the division of Pupil Transportation.

### **PERFORMANCE AND RESPONSIBILITIES:**

- Administer the transportation program to meet all requirements of the daily instructional program and extracurricular activities.
- Check road conditions during inclement weather.
- Assist in determining need for purchasing of new school buses and other transportation equipment.
- Prepare maps for each route using the software program.
- Work with Director of Transportation in preparing bus driver's daily schedules.
- Work with Director of Transportation, bus drivers, parents and principals as needed on student discipline problems, complaints and special requests.
- Secure drivers for all requests for field trips and co-curricular events.
- Establish on/off times for school zone lights and report malfunctions to the state.
- Report school bus accidents to the Kentucky Department of Education and insurance companies.
- Work in preparing all school bus routes including emergency routing as needed to and from school, athletic events and on field trips.
- Verify and submit time sheets for all transportation employees to payroll clerk.
- Prepare billing and payroll for special trips as required.
- Secure substitute drivers to drive for regular drivers.

- Attend appropriate committee and staff meetings.
- Attend and conduct safety meetings and attend workshops to remain current concerning driving regulations and laws.
- Implement safety program as required by the State Department of Education.
- Coordinate delivery and receipt of new buses.
- Coordinate fuel purchasing and deliveries to bus garage.
- Periodically, and upon request, check bus turnarounds for maintenance needs.
- Work closely with County and State Road Supervisors with special needs.
- Work with Director of Transportation on special routing needs.
- Arrange wrecker service for fleet as needed.
- Report any action taken with regard to driver problems.
- Assist school principals by coordinating with drivers:
  - a. loading and unloading schedules
  - b. all changes in dismissal times
  - c. new student pick-up points
- Monitor loading and unloading times at each school in district.
- Coordinate cleaning and maintenance of bus compound.
- Coordinate communication between bus drivers and mechanical staff.
- Drive buses of varying sizes and complexity over designated routes in accordance with time schedules as assigned.
- Work in recruiting and recommending potential bus drivers.
- Prepare and maintain a variety of bus driver records, including driver's license and certificate expiration, medical expiration and training hours required for the renewal of bus driver certificate; operate computer terminal; prepare transportation reports.
- Perform other reasonable tasks in transportation as assigned by the Director of Transportation or the Superintendent.

#### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

#### **TERMS OF EMPLOYMENT:**

1. Work year is comprised of 255 days.
2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave, emergency leave, personal leave and off-days as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

#### **EVALUATION:**

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of Bus Driver Trainer as Classified Personnel. Evaluation will be conducted by the Director, Operations & Transportation.

I have read and understand the terms set forth in this job description.

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Signature

Date

**SPENCER COUNTY PUBLIC SCHOOLS  
2021-22 CLASSIFIED SALARY SCALE**

DRAFT

**TRANSPORTATION COORDINATOR**

<b><u>STEP</u></b>	<b><u>HOURLY RATE</u></b>
<b>0</b>	<b>\$18.07</b>
<b>1</b>	<b>\$18.23</b>
<b>2</b>	<b>\$18.39</b>
<b>3</b>	<b>\$18.54</b>
<b>4</b>	<b>\$18.69</b>
<b>5</b>	<b>\$18.85</b>
<b>6</b>	<b>\$19.01</b>
<b>7</b>	<b>\$19.16</b>
<b>8</b>	<b>\$19.33</b>
<b>9</b>	<b>\$19.48</b>
<b>10</b>	<b>\$20.64</b>
<b>11</b>	<b>\$20.80</b>
<b>12</b>	<b>\$20.95</b>
<b>13</b>	<b>\$21.02</b>
<b>14</b>	<b>\$21.09</b>
<b>15</b>	<b>\$21.26</b>
<b>16</b>	<b>\$21.36</b>
<b>17</b>	<b>\$21.44</b>
<b>18</b>	<b>\$21.51</b>
<b>19</b>	<b>\$21.58</b>
<b>20</b>	<b>\$22.66</b>
<b>21</b>	<b>\$22.73</b>
<b>22</b>	<b>\$22.80</b>
<b>23</b>	<b>\$22.89</b>
<b>24</b>	<b>\$23.00</b>
<b>25</b>	<b>\$23.17</b>
<b>26</b>	<b>\$23.24</b>
<b>27</b>	<b>\$23.31</b>