



<b>JOB TITLE</b>	<b>COORDINATOR OF TRANSPORTATION SERVICES AND LOGISTICS</b>
<b>REPORTS TO</b>	Director of Student Services
<b>SALARY SCHEDULE/GRADE</b>	?
<b>CONTRACTED DAYS AND/OR HOURS</b>	260
<b>JOB CLASS CODE</b>	?
<b>POSITION CLASSIFICATION</b>	Classified
<b>DATE APPROVED</b>	

<b>QUALIFICATIONS</b>
<p>Any combination equivalent to: college-level training in transportation and/or four years experience in transportation activities including at least one year in a lead or supervisory capacity preferred.</p> <p>Valid Kentucky driver's license.            CDL Class B with Passenger &amp; School Bus endorsement (Preferred)</p>

<b>POSITION SUMMARY</b>
<p>Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.</p>

<b>PERFORMANCE RESPONSIBILITIES</b>
Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and efficient transportation services.
Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety; provide leadership for development of a vehicle safety program.
Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
Interview driver applicants; recommend drivers for employment and dismissal.
Train, assign, direct, review and evaluate work of assigned employees.
Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.
Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
Assure department meets legal requirements concerning student transportation.
Assist with budget preparation as required; monitor and control budget according to established guidelines.
Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
Maintain regular attendance.
Perform related duties as assigned.

Possess knowledge of: Laws, rules, regulations and guidelines governing student transportation. Policies and procedures concerning time lines and routing of buses. Streets and distances involved in routing buses. Requirements of a variety of training programs. Principles and practices of supervision and training. Oral and written communication skills. Basic methods involving budget monitoring and control.

Possess the ability to: Plan and direct training programs. Plan and approve transportation routes and bus stops. Assure the department meets legal requirements concerning student transportation. Maintain current knowledge of program rules, regulations, requirements and restrictions. Train, supervise and evaluate personnel. Analyze situations accurately and adopt an effective course of action. Communicate effectively with those contacted in the course of work within and outside the District. Coordinate and disseminate information. Prepare and deliver oral presentations. Prepare and deliver oral presentations.

<b>PHYSICAL DEMANDS</b>				
	<b>SELDOM/RARE</b>	<b>OCCASIONAL</b> <small>(UP TO 1/3 OF WORK DAY)</small>	<b>FREQUENT</b> <small>(1/3 TO 2/3 OF WORK DAY)</small>	<b>FREQUENT</b> <small>(2/3 OF WORK DAY)</small>
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (check weight and frequency)				
Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Salary Schedule

✚ Coordinator of Transportation Services and Logistics Salary Schedule