

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: TRANSPORTATION AREA COORDINATOR**

**BASIC FUNCTION:**

Coordinate, plan and direct the operations of student transportation in a designated geographic area to and from school and athletic events and on educational field trips; schedule and coordinate the motor pool, vehicle maintenance and miscellaneous transportation programs; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips; resolve student transportation problems with parents, principals and other school administrators.
- Schedule and coordinate miscellaneous transportation programs; develop optimal bus routes to minimize costs and maintain efficiency; coordinate substitutes, stand-by and relief driver assignments.
- Train, supervise and evaluate the performance of assigned personnel; schedule and assign work; counsel, discipline and recommend termination of personnel as appropriate.
- Maintain contact with transportation unit via two-way radio.
- Implement and maintain safety and vehicle inspection programs; schedule repairs on school buses, trucks, and other automotive equipment; develop and implement a preventive maintenance program.
- Review daily time reports, bus records, accident reports and vehicle maintenance records; prepare statistical and financial reports and maintain daily logs related to transportation activities; prepare budget data for department.
- Remain current concerning pending and existing State legislation related to student transportation; maintain current knowledge of streets, boundary lines and housing developments.
- Develop, implement and enforce established safety regulations and precautions.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern practices, procedures and equipment for the operation of a school district transportation system.
- Provisions of the Kentucky Motor Vehicle Code and the Kentucky Administrative Regulations applicable to the operation of vehicles used to transport students.
- Special transportation State reimbursements.
- Principles of supervision and bus driver training.
- Safe driving practices.
- Principles of efficient and economical bus routing techniques and scheduling of employees.

**KNOWLEDGE OF - continued:**

- Rules and regulations affecting school district transportation department.
- Geographic and topographic characteristics of community served by the District.
- Principles of dispatching and scheduling of school buses.
- Record-keeping techniques.
- Bus driving techniques and safety.

**ABILITY TO:**

- Plan and coordinate regular bus schedules and organize emergency routing as needed to transport students to and from school and athletic events and on field trips.
- Resolve student transportation problems with parents, principals and other school administrators.
- Coordinate, develop and implement an efficient student transportation system and develop and schedule efficient bus route systems.
- Train, supervise and evaluate personnel.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Modern office practices, procedures and equipment.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination to: college-level course work in transportation, supervision or related fields and four years of responsible experience in a student transportation function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Commercial Class B driver's license and School Bus Driver Certificate.