

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** VIIIIE **DATE:** June 3, 2024

**TOPIC/TITLE:** Job Descriptions

**PRESENTER:** Danny Adkins

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY
  - STATE OR FEDERAL LAW OR REGULATION
  - BOARD OF EDUCATION POLICY
  - OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION
  - DATE: May 13, 2024
  - ACTION: Board approved creation of new Transportation Logistics Coordinator

**BACKGROUND INFORMATION:**


**SUMMARY OF MAJOR ELEMENTS:**

Approve Job Description for Transportation Logistics Coordinator

**IMPACT ON RESOURCES:** None

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended  Not Recommended

  
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## WOODFORD COUNTY SCHOOLS

### JOB DESCRIPTION

**JOB TITLE:** Transportation Logistics Coordinator

**IMMEDIATE SUPERVISOR:** Director of Transportation

**CONTRACT:** 260 Days/8 Hrs.

#### QUALIFICATIONS:

- Must possess a Kentucky Commercial Driver's License (CDL) Class B and School Bus Driver Endorsement (P&S) or willingness to obtain
- High school diploma or GED equivalent required, Bachelor's degree or Master's Degree (preferred)
- Has met the requirements for criminal records check and child abuse and neglect check as specified by Kentucky State Law
- Must be able to pass CDL health examinations and health screenings
- Experience using Routing Software and Trip Planning Software
- Ability to read maps
- Knowledge of general hiring practices and laws
- Knowledge of basic office equipment
- Computer skills
- Good verbal and written communication skills
- Ability to create and maintain records
- Excellent organizational skills
- Ability to follow directions and work independently
- Ability to work cooperatively with others

#### DUTIES:

- Create, update and maintain bus routes, bus stops and turn arounds using routing software
- Coordinate trip planning, driver assignments and manage billing using trip planning software. Coordinate and assign drivers for special events such as parades, etc.
- Screen employment applications, schedule interviews and submit recommendations for hire to the Director of Transportation
- Ensure all required hiring paperwork is completed and assist new employee with submitting all necessary documents to HR using Droplet
- Provide new hire information to Training Coordinator to coordinate hiring dates with training schedules
- Ensure all training, Safe Schools Requirements, background/medical checks, and all paperwork has been completed prior to employee being released from training
- Manage employee absences and make sure all bus routes have driver and monitor coverage
- Drive and/or monitor as needed

- Assist the Director of Transportation and other office personnel when needed
- Other duties as assigned