

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator, Transportation

GENERAL DESCRIPTION

To supervise the day-to-day operations of student transportation services in the assigned area and to transport students to and from designated stops.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

1. Coordinates and assign work schedules for bus operators, bus attendants and substitute bus operators.
2. Supervises and evaluates the daily performance of, and participates with their supervisor, in the annual evaluation of bus operators, bus attendants and substitute bus operators.
3. Assists in completion of, collects and files as appropriate, worker's compensation reports, accident reports, bus conduct referrals, daily bus inspection reports, timecards and time sheets.
4. Coordinates and files bus repair requests with garage mechanics.
5. Coordinates and reviews collection of attendance data for FTE reporting.
6. Performs bus operator or substitute bus operator duties as necessary.
7. Monitors student transportation radio transmissions for information regarding current operations.
8. Assures timely response to school based concerns.
9. Assures clear and timely communication with parents, guardians and the community.
Provides in-field supervision during incidents and emergencies.
10. Coordinates computerized scheduling, and approval of field study trips and assignment of drivers for such trips in accordance with bargaining unit guidelines.
11. Assists in the development and direction of a functional periodic safety program and inspect all area buses to ensure cleanliness.
12. Communicates effectively and positively with school administrators and citizens.
13. Observes and makes recommendations for changes in area routes as needed.
14. Implements rapid response techniques for emergency situations.
15. Monitors student bus routes and stops and make recommendations to assure safe location and conditions.
16. Ensures compliance with all pertinent laws, rules, regulations, and policies governing transportation services.
17. Performs work found in the Bus Driver *Job Description*.
18. Must possess or be able to obtain certification in CPR, First Aide, and bus driver trainer; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.
19. All required skills found in the Bus Driver *Job Description*.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

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Knowledge of general computer use and the ability to use, or learn to use, specialized software applications for routing, student assignment, field trips, student referrals, and other job responsibilities.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education, educational leadership, math education or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Requires state of Florida teacher certification.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires five years of related experience in the classroom and/or in education administration.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or

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injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Operations and Planning

Supervises:

None

PAY GRADE: From: A138A1 To: A138O3

Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016