

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Transportation Coordinator - Operations
Reports To: Director of Transportation

SUMMARY

Assists the Director of Transportation in all areas of managing the department as well as the supervision, routing, and dispatching of drivers/aides to ensure the safe and timely transportation of students to school and school related activities.

QUALIFICATIONS/REQUIREMENTS

- High school diploma or general education degree.
- Experience in school transportation and/or in public school districts.
- Currently holds valid MO CDL with P & S endorsements (or must be able to obtain within three months of employment).
- Bus Driver Training certification (currently possess or able to obtain within six months of employment).
- Ability to pass the District's mobility test.
- Excellent communication and human relations skills.
- Previous experience with bus routing systems, electronic mapping systems, and/or student information systems.

ESSENTIAL JOB DUTIES

- Oversees daily operations to ensure compliance of district policy as well as local, state and federal regulations; and ensure that services are provided as scheduled and as required to meet the needs of the District.
- Works with administrators, parents, drivers and bus aides regarding concerns regarding any aspect of the transportation process.
- Assists the Safety and Training Coordinator to ensure district, state, and federal requirements are met and that proper records are maintained.
- Supervises drivers to ensure safe and timely transportation of students to and from school and school activities.
- Assists router/dispatchers with the development and maintenance of bus routes and stops.
- Schedules transportation service for school activities including field trips and extracurricular activities.
- Assists in the assignment of drivers and bus aides.
- Monitors bus routes for ridership and efficiency.
- Assists the Safety and Training Coordinator with activities and the investigation and reporting of accidents.
- Works with drivers and router/dispatchers to gather and maintain accurate bus route mileage and ridership data for required state reporting.
- Assists with emergencies and route adjustments due to accidents, weather, breakdowns or school schedules.

ESSENTIAL JOB DUTIES (cont'd)

- Monitors communication with drivers via two-way radio.
- Assists with employee recruitment and the development and production of training activities.
- Maintains activity trip data for scheduling and billing.
- Assists with payroll and attendance record keeping.
- Evaluates the performance of drivers.
- Assists the Fleet Maintenance Supervisor's monitoring of buses for cleanliness and proper care.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Director of Transportation or Superintendent.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Transportation Operations Manager shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.