

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Transportation Coordinator (X21)</b>	Job Family: 11
Department: Transportation	Lane Placement: 12
Supervisor's Title: Director of Transportation	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>Herb Mason</i></u>	Date: <u>7.1.15</u>
ADA Review: <u><i>Janelle Master</i></u>	Date: <u>7.2.15</u>
Human Resource Approval: <u><i>Ben Bunge</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>John</i></u>	Date: <u>7/7/15</u>
Original date: <u>10/12</u> Revised: <u>07/15</u> Revised: _____ Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the Director of Transportation, the **Transportation Coordinator** provides operational, administrative, and supervisory support services to ensure effective, efficient and safe transportation of District students. Incumbent monitors employee performance and acts as a mediator to promote understanding among drivers, parents, administration and the public. Incumbent may act on behalf of Director of Transportation, if necessary.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Answer and resolve complex issues related to transportation of students.
- May be responsible to maintain department budgets, purchase needed supplies, process and submit employee timesheets or other similar duties.
- Perform bus accident investigations and respond to emergencies.
- Work to maintain an appropriate substitute driver pool.
- Forecast resource requirements for manpower, vehicles and equipment.
- Maintain, analyze and review operational cost data with the Director of Transportation.
- Assist the Director in managing elements of the Human Resource program including interviewing, performance issues and assign personnel based on department need. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Instruct and evaluate new/current sub drivers and office personnel to ensure compliance with department policies and procedures.
- Resolve problems and issues with District patrons, department and District staff.
- Study, analyze and update State reports.
- Conduct department and individual training on various subjects as directed.
- May perform one or more of the following specific duties as assigned (e.g. assist the director in amortizing and replacing school buses, other transportation vehicles and related equipment; monitor and supervise the use and security of buildings, equipment and facilities of the department; process employee timesheets and department payroll; track and enter employee attendance records; participate in department committee's as assigned; participate in driver bid and contract process; ensure the mechanical safety of all District equipment. In cooperation with the shop coordinator, ensure that proper preventive maintenance, emissions and safety inspection schedules are met; etc.)
- Coordinate the semi-annual bus safety inspection by the Utah Highway Patrol.
- Coordinate the completion of insurance claims, in cooperation with District risk management, and prepare annual risk management reports as needed.
- Coordinate the process of investigating and recovering all provable vandalisms and damages to busses and equipment, in cooperation with school administration.
- Coordinate with State Risk Management the annual on-site inspection and reporting.
- Coordinate the random bus inspection program for the department.
- Incumbent may act on behalf of the Director of Transportation, if necessary.

- Occasionally drive or ride on a bus or assigned District vehicle.
- Respond to any type of school bus or other District vehicle emergency, even during irregular working hours.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
  - Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in business or related field PLUS four years of prior job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires one year of successful supervisory experience.
- Successful experience driving a bus with all ages of children highly preferred.
- Class B Commercial Driver License with endorsements preferred.
- Certification as a District level instructor preferred.
- Knowledge of Special Education programs, laws and regulations preferred.
- Must be available for on-call work to deal with incidents or issues that arise on nights, weekends and holidays.
- Requires significant interpersonal skills to mediate when problems occur, to give directions to and work with drivers, parents, school administrators, staff and others that interface with the school bus system. Also interacts with law enforcement officials and vendors.
- Demonstrated knowledge of District and department policies related to incident management.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- Standard office machines and equipment.

#### **Physical Requirements – Not limited to the following:**

- Requires ability to deal with stressful situations resulting from constant changes and numerous deadlines
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
  - Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.