



BURNET

Consolidated ISD

Job Title: Transportation Support Coordinator

Exemption Status: Exempt

Reports To: Director of Transportation

Job Code #: 4731

Dept./School: Transportation

Date: 12/2017

Primary Purpose:

Assists the Director of Transportation with coordinating and overseeing the transportation department operations to ensure an efficient use of equipment, facilities, and personnel.

Qualifications:

Special Knowledge/Skills:

Must be 21 years of age
Knowledge of applicable district policies and procedures
Knowledge in student management technique, including special needs students
Ability to operate, maintain, and drive commercial transportation vehicles, including school bus
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam, related to the requirements of the position
Ability to complete TEA required bus driver safety certification
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
Ability to manage personnel matters
Ability to communicate effectively with others, both orally and in writing
Ability to use computer software effectively
Ability to respond after hours when needed

Experience:

One (1) – three (3) years experience in transportation routing, preferably with public school districts. Prior supervisory experience preferred.

Major Responsibilities and Duties:

1. Assist Director of Transportation in department operations to include management of department training, required reporting, student discipline management plan and community relations.
2. Develop and present material for various meetings to include transportation staff meetings, district staff meetings and Board of Trustee meetings.
3. Investigate accidents/incidents and conduct or recommend follow-up training as needed.
4. Develop bus routes based on student enrollment and attendance boundary zones and assign students to bus routes.
5. Review and analyze reports and routes to determine efficiencies in routing. This includes expansions and/or consolidation of routes and providing updated descriptions of bus routes and riders to drivers and campuses as needed.
6. Maintain a roster of students for reporting purposes and eligibility requirements.
7. Periodically drive bus route (or ride along) to determine status and condition of route; serve as a substitute bus driver or bus monitor as needed.
8. Evaluate, coach, mentor, and counsel staff as needed.
9. Ensure staff is following established safety procedures and techniques to perform job duties.
10. Correct unsafe conditions in work area; report any that are not correctable to Director immediately.
11. Work irregular hours and respond to after-hours calls as needed.
12. Attend all required training as directed.



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13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Supervisory Responsibilities:

Monitors and assists drivers and transportation staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Operate school bus and district vehicles; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress