CLASSIFICATION DESCRIPTION

POSITION TITLE: Transportation Coordinator- Special Education	**DEPARTMENT:** Transportation Services
LOCATION: Roseville Area Schools – District Center	**ACCOUNTABLE TO:** Executive Director of Business Services
FLSA STATUS: Exempt	**DATE:** July 2025

General Summary or Purpose of Job:

This position supports the District's student transportation program with a primary focus on coordinating special education transportation services. Under the direction of the Executive Director of Business Services, this role ensures compliance with relevant federal, state, and district policies while maintaining high standards of safety, service, and data integrity. The position involves routing, vendor coordination and communication with families and staff.

JOB FUNCTIONS AND RESPONSIBILITIES:

Special Education Transportation Coordination:

- Designs and maintains specialized transportation routes for students receiving special education services, ensuring efficiency, safety, and compliance with IEP and legal requirements.
- Works with families, special education staff, building leaders, and service providers to coordinate transportation logistics and resolve issues.
- Uses routing software and student data systems to ensure real-time accuracy and service alignment.
- Supports the transportation needs of other specialized groups (e.g., care and treatment, homeless, out-of-district placements).
- Monitors contractor performance, investigates service concerns, and ensures safety training is conducted in accordance with state law.
- Designs and maintains District transportation routes through the effective and efficient use of transportation software, including but not limited to, determining number of routes needed, establishing routes and route combinations, assignment of students to school bus stops, daily maintenance activities, new student downloads, and the updating of maps.
- Create and maintain routing for all special education, homeless care and treatment students to ensure maximum efficiencies and safety for all students.
- Continually analyzes the system to anticipate problems including overloads, timing of runs/routes, and inappropriate or unsafe routes, determining a course of action and executing changes accordingly.

- Serves as liaison between the District and its transportation contractor, monitors performance, investigates complaints related to route operations, and takes action to correct problems as necessary.
- Serves as the initial contact and a primary resource for others inside or outside the District with regard to the policies, procedures and administrative details of transportation routing and vehicle scheduling for which responsible.
- Coordinates scheduling of the District's vehicles, ensuring users are fully aware of relevant policies and procedures.
- Works with the transportation team as the SPED student transportation securement trainer for district staff on safe use and securement depending on the type of vehicle being used.
- Assist in MDE MARSS reporting for all SPED transportation
- Works closely with school staff and other District staff to anticipate and plan transportation requirements for activities, estimates costs along with timetables; coordinates service and delivery of transportation with the District's contractors.
- Prepares and distributes information, mailings, and email regarding transportation as appropriate.

Routing, reporting, and vendor collaboration:

- Utilizes district transportation software to create, adjust, and maintain bus or van routes including student assignments.
- Monitors performance and contract compliance of external vendors.
- Serves as a liaison to ensure route accuracy and student safety.
- Assists in the verification and processing of contractor billing.
- Collects and reports transportation data for state reporting and reimbursement processes.
- Maintains accurate records related to eligibility, routing, service logs, and safety data.
- Assists in evaluating and improving transportation systems and service delivery models.
- Assists with verification and processing of monthly transportation bills.
- Supports internal audits and contributes to policy reviews.

Performs other job-related duties as requested or assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of student transportation systems and applicable regulations, with emphasis on special education transportation and safety standards.
- Strong understanding of Minnesota data privacy laws and public data request protocols.
- High level of competency in using transportation routing software and student data systems.
- Strong communication, customer service, and conflict resolution skills.
- Ability to manage complex logistics and timelines for both transportation services and public data responses.
- Detail-oriented with strong organizational skills and the ability to prioritize multiple demands.
- Ability to maintain confidentiality and ensure accurate documentation.
- Proven ability to build relationships and collaborate with internal and external stakeholders.
- Ability to communicate effectively, both in writing and verbally, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
    - High school diploma or GED equivalent.
    - Associate's degree or equivalent combination of training and experience.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

GENERAL ENVIRONMENTAL CONDITIONS:

Work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. office, light traffic).

GENERAL PHYSICAL CONDITIONS:

This work requires the occasional exertion of up to 20 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required to perceive information at normal spoken word levels.

VISION REQUIREMENTS:

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.