



TITLE:	Area Coordinator	STATUS:	Exempt
REPORTS TO:	Assistant Director of Transportation	TERMS:	217 Days
DEPARTMENT:	Transportation	PAY GRADE:	AP2, Non-Chapter 21 Contract

PRIMARY PURPOSE:

Supervise assigned route drivers and bus aides. Perform duties of any of the following: routing/scheduling, payroll, field trips, shuttles, special needs transportation, student behavior management, training, and special projects.

QUALIFICATIONS:

Education/Certification:

Appropriate, clear, and valid commercial driver’s license with Passenger (P) and School Bus (S) endorsements
 T.A.P.T. Transportation Supervisor Certification preferred
 Completion of TEEEX “Train the Trainer” preferred

Special Knowledge/Skills:

Proficient computer skills in Microsoft, Google Applications, and applicable transportation software
 Excellent organizational, communication, team, multitasking, and interpersonal skills
 Ability to manage and supervise personnel

Experience:

Eight (8) to ten (10) years experience as a certified bus driver preferred
 Three (3) to five (5) years of transportation supervisor experience preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent sitting, walking, bending, kneeling, pushing and pulling; moderate lifting and carrying up to 20 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Ability to egress from the bus and supervise student evacuation from the bus in a timely manner during emergency situations. Ability to drive all types of school buses, including those without air conditioning. Occasional prolonged and irregular hours, frequent district-wide travel and occasional out-of-district travel. Rotating early and late shift work. Must be available for nights and weekends as needed.

Essential Functions:

1. Schedule and supervise bus drivers and bus aides within the assigned geographic area of responsibility.
2. Assist with the selection, hiring, assignment, and evaluation of department employees.
3. Correspond with parents, students, drivers, and school personnel concerning any problems or concerns they encounter. Schedule parents and/or student conferences when necessary.
4. Evaluate driver and bus aides performance and propose appropriate methods of interacting with students concerning behavior problems.
5. Confer with the director and make recommendations regarding supervised personnel.
6. Prepare various reports as required by the state, district, or department.
7. Observe all safety rules according to DOT regulations. Keep the work area clean and orderly at all times.
8. Perform as a substitute operator when necessary.



The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date