



Position Description Transportation Coordinator

SECTION I: GENERAL INFORMATION

Position Title: Transportation Coordinator - Safety, Training and Charters	Department: Transportation
Reports to: Transportation Supervisor	FLSA Status: Non-exempt
Classification:	Bargaining/ Work Unit: Facilities & Transportation - SEIU Local 284
Position Last Updated: January 2026	Next Position Description Update:

SECTION II: JOB SUMMARY

To assist in the day to day coordination of drivers, bus routing and operations of the transportation office. Coordinates all safety programming, training, and Charters.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility: Assist in Coordination of Bus Operations including Dispatch

Tasks involved in fulfilling above duty/ responsibility:

- Works under the direction of the Transportation Supervisor to perform annual driving reviews and provide training and feedback for drivers.
- Schedules and manages the dispatching of charters.
- Contributes to planning annual school bus routes and schedules that efficiently meet the transportation needs of all eligible students and utilizes routing software to make updates as needed.
- Assists in the assignment of bus drivers and vehicles to make the most efficient use of available transportation resources.
- Oversees and coordinates bus fleet appearance including cleaning, sweeping and waxing.
- Provides office coverage to respond to parent and staff questions via phone and email.

Statement of Duty/ Responsibility: Training, Development & Record Keeping

Tasks involved in fulfilling above duty/ responsibility:

- Develops and maintains safety protocols and procedures in coordination with the Transportation Supervisor.
- Contributes to the development and delivery of the District's school bus safety and training programs with the goal of ensuring safety protocols are strictly followed and drivers are within the safety standards established by the District.
- Contributes to training of the District's bus drivers (full-time and part-time) in preparation for CDL exams and to help ensure there is a clear, uniform understanding of requirements and expectations of drivers.
- Monitors and maintains DOT compliance records for all drivers to ensure Federal and State regulations are being fulfilled.
- Performs a variety of recordkeeping and reporting responsibilities as delegated by the Transportation Supervisor including but not limited to time sheets, driver files and applicable DOT and compliance documents.

Statement of Duty/ Responsibility: Provide Excellent Service

Tasks involved in fulfilling above duty/ responsibility:

- Maintains current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- Works cooperatively with all District personnel, parents and students to answer questions and resolve problems related to student transportation.
- Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- May perform all duties of a school bus driver as required for sufficient route coverage.
- Performs other duties as assigned by the Transportation Supervisor, including, but not limited to, minor bus repairs, bus driver training, and grounds work.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of state laws pertaining to safe driving and school bus operations.

Skills:

- Use of computer programs including Microsoft Word, Excel, and Gmail, school bus routing software, time keeping software, GPS navigation software and various record keeping programs.
- Create and maintain spreadsheets for routing and bus driver scheduling.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals

- Create and maintain records and reports both accurately and timely.

Abilities:

- Able to speak clearly, articulately and professionally in dispatch duties as well as phone and face to face communications.
- Able to report to work on time and work all scheduled hours.
- Able to drive a commercial bus or ability to obtain necessary driving credentials within four (4) months of hire date.
- To establish and maintain effective working relationships with staff and the community.
- Ability to present and maintain a driving record that meets or exceeds District standards.
- Maintain regular attendance and provide proper notice of leave.

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- High School Diploma or GED equivalent.

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience as a school bus driver preferred.
- Preferred experience training school bus drivers on bus operations, applicable laws and safety procedures, and District and State transportation regulations and recordkeeping requirements.
 - Preferred current Minnesota school bus driver's license with commercial and school bus endorsements.
 - Must obtain a Minnesota school bus driver's license within four (4) months of hire if not currently licensed.
 - Must maintain a valid driver's license.

SECTION VII: WORK ENVIRONMENT

- Planning and coordinating work is typically performed in an inside environment.
- Training and/or bus driving is a combination of inside and outside work when there is exposure to seasonal weather and road conditions.
- Lawn mowing and other general maintenance tasks performed outside throughout the District's fields and facilities will result in exposure to machine / equipment operations, temperature variations and seasonal weather conditions.
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SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.

- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED