



## STILLWATER AREA PUBLIC SCHOOLS

### Position Description

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <i>Coordinator-Transportation</i>	<b>Department / Building:</b> <i>Operations / Central Services</i>
<b>Reports to:</b> <i>Transportation Supervisor</i>	<b>FLSA Status:</b> <i>Exempt</i>
<b>Band/Grade/Subgrade:</b> C42	<b>Bargaining/Work Unit:</b> <i>Coordinators/Supervisors/Specialists</i>
<b>Position Last Updated:</b> 2/23	<b>Next Position Description Update:</b> 2/26

#### SECTION II: JOB SUMMARY

Under the direction of the Transportation Manager, coordinates the District's transportation services, including the development of safe and efficient transportation routes, while working within the District's policies and guidelines, and monitoring results, to ensure consistent compliance with District service and safety expectations. Performs responsibilities in a manner which builds and maintains working relationships with all stakeholders.

#### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Transportation Coordination
<b>Percent of Time:</b>	80%	

#### Tasks involved in fulfilling above duty/responsibility:

- 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 regular education, 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.
- Monitors compliance of School District and transportation contractors with state laws and District policies and guidelines.
- 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.
- Coordinates the maintenance and repair of District vehicles.
- Works closely with teachers, coaches and other District staff to anticipate and plan transportation requirements for activities, estimates costs and time tables, and coordinates service and delivery of transportation with the District's contractors.
- Recommends new or modified procedures in the areas for which responsible to help achieve the most efficient and effective allocation of available District resources.

- Prepares and distributes information and other mailings regarding transportation as appropriate.
- Coordinate the annual reimbursement process for non-public students.
- Assists with verification and processing of monthly transportation bills.
- Develops and delivers the District's Type III Vehicle training program, ensuring compliance with all state laws.
- Works with transportation contractor to ensure appropriate student school bus safety training is provided in accordance with state laws.

**Tasks involved in fulfilling above duty/responsibility:**

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Information Tracking and Data Reporting
<b>Percent of Time:</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Constructs and maintains computer generated information, including graphical boundaries, attendance areas, address maps, address maps, plan maps and maintains computer data related to attendance area, student eligibility for transportation, hazardous crossings, safe walking paths to school.
- Maintains various transportation records and compiles, prepares and distributes accurate, well-documented and timely reports as requested or required.
- Collects and maintains information related to the annual transportation report for online state reporting of students.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Special Projects
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Complete special projects as scheduled or assigned.
- Performs other job-related duties as requested or assigned.

## SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Excellent working knowledge of Transportation and Field Trip software and of the district school programs, along with the skill and ability to apply its capabilities in the timely design, implementation, monitoring and maintenance of District transportation routes ensuring current and accurate data.
- The ability to analyze data and make necessary changes to improve effectiveness and/or efficiency, making sound process decisions and recommendations within authority levels of the position.
- Knowledge of Federal, State and District regulations and guidelines covering school transportation, and ability to apply such to ensure the District remains in compliance.
- Excellent time management, planning, organizational and oral and written communication skills.
- Excellent working knowledge of transportation programs with the ability to provide clear, correct information to staff and the public.
- The knowledge, skill and ability to establish, communicate and coordinate service and delivery requirements.
- A breadth and depth of detail knowledge to address and resolve a wide variety of questions, comments and concerns, from whatever sources, in a confident, tactful manner consistent with established policies.
- Possess strong computer skills with a high level of competence in data base, word processing and spreadsheet applications.
- The knowledge, skill and ability to maintain assigned databases and draw requested data into report form as scheduled or requested.
- Knowledge of the process to develop a district-wide routing plan.
- Familiarity with the community road configuration and demographics.
- Highly developed training and facilitation skills.
- Ability to handle multiple tasks and changing priorities with attention to detail and deadlines.
- Excellent communication and problem-solving skills, with a strong emphasis on customer service and effective working relationships with parents, staff and service vendors.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED equivalent.
- Associate degree (2 yr.) or equivalent, or combination of experience and training providing the required knowledge, skills and abilities.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Three years specific experience in the coordination of school transportation.
- Specific experience and working knowledge of automated transportation systems.

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

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	O
				<b>Sight</b>	
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing temperature	N			Looking at computer monitor	C
Traveling by automobile	O			Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	O