POSITION DESCRIPTION

TITLE: Special Needs Transportation Coordinator
LOCATION: Transportation
REPORTS TO: Transportation Manager
DEPARTMENT: Transportation

SUMMARY STATEMENT:
The Special Needs Transportation Coordinator will prepare all special needs bus routes and will supervise driver application to routes and schedules. This position will coordinate the efficient utilization of drivers and buses as well as coordinate with teachers and other school officials.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Organize bus routes.
3. Construct route packs for all special needs routes.
4. Assist in supervising bidding procedures.
5. Assist in preparing the State Report for Transportation.
6. Update changes in special needs bus routes and bus stops as required.
7. Update and make changes in all department books, maps, and the special needs student database as needed.
8. Document, investigate, and report to the Manager of Transportation findings regarding complaints about stop locations, driver schedules, and bus capacities.
9. Keep the Manager of Transportation informed of pertinent information.
10. Supervise and assist drivers in the performance of their duties.
11. Supervise and document driver performance and report concerns to the Manager of Transportation.
12. Assist in Driver Evaluations.
13. Daily input, maintenance, and editing of routing software program.

OTHER RESPONSIBILITIES:
1. Assist with all route packs as necessary.
2. Call substitute drivers and maintain dispatch guidelines for assigning routes.
3. Assist in the preparation and maintenance for Special Education data processing records and reports.
4. Supervise and communicate with drivers by two-way radio.
5. Support Dispatch area as needed.
6. Ride along on routes as needed.
7. Other duties as assigned.

OTHER RESPONSIBILITIES:

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Dell/PC (clone), telephone, two-way radio, satellite phone, calculator, copy machine, FAX machine, and all other tools and equipment necessary to perform the essential functions as outlined above.

MINIMUM QUALIFICATIONS:
1. Typing/keyboarding of 50 wpm.
2. Must have a working knowledge of school transportation and ability to develop transportation schedules.
3. Demonstrated ability to effectively communicate with staff and the general public both orally and in writing.
5. Demonstrated ability to communicate with and supervise bus drivers.
6. Demonstrated ability to operate the computer, using Windows XP environment and related applications.
7. Demonstrated ability and willingness to learn new types of computer software.
8. Demonstrated ability to operate the office equipment listed above.
9. Demonstrated ability to do math calculations and time and distance estimates.
10. Demonstrated ability to develop and prepare cost and time analysis reports.
11. Demonstrated ability to problem solve.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ________________________________ Date: ________________
District: ________________________________ Date: ________________

Revised Date: 08/14/2006
Classification: Management/Confidential
Class: 
Display on Web? Yes

Special Needs Transportation Coordinator