Killeen Independent School District
Job Description

Job Title: Coordinator for Transportation Services
Reports To: Director for Transportation Services
FLSA Status: Exempt

SUMMARY
Manages and coordinates the Transportation Services Operations and Training and Safety operations of the Transportation Department while ensuring safety and operation efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Supervises Transportation Operations and Transportation Training and Safety functions.

Administers compliance with state and federal pupil transportation laws and regulations and district policies including Federal Motor Carrier Safety Administration (FMCSA) and Texas Department of Transportation.

Collaborates with district departments and staff to ensure safe, timely, and efficient transportation operations.

Acts as district liaison with parents for resolution of transportation complaints and special requests.

Maintains employee annual licensing and safety training checklist; applies data validation controls to ensure data integrity.

Develops and administers the driver and monitor training program that conforms with state and federal pupil transport safety regulations and guidelines; oversees the annual training schedule.

Assesses accident reports involving district vehicular assets including assisting in accident and incident investigations as required.

Maintains all transportation accident related reports required by state authorities.

Oversees the department’s drug and alcohol testing program.

Participates actively in resolving discipline problems occurring on school buses.

Collaborates with Auxiliary Human Resource personnel regarding recruitment and retention and assesses vacancy requirements.

Makes recommendations to the Director concerning bus assignment and usage, driver and monitor assignments, and configuration of buses.

Assists in the preparation of state and local transportation reports.

Assists in the planning of district boundaries and attendance areas, as requested.
Develops recommendations future transportation needs (equipment and personnel) based on approved pupil transportation plans.

Advises the Director on road hazards for decision on school closing during inclement weather.

Assists in employee performance evaluations and documentation.

Makes recommendations to the Director concerning awards, rewards, and recognition, and disciplinary actions regarding personnel.

Acts as department administrator in absence of the Director.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises all personnel in the Operations and Training and Safety areas of the Transportation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Bachelor's degree and three years of job-related experience preferred; associate's degree with 6 years supervisory experience required.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to board of trustees, administrators, staff, teachers, parents, students and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form; written or oral form; or schedule form. Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSE, AND REGISTRATIONS
Must be able to obtain Class B, commercial driver's license (CDL) with air brakes and passenger endorsement. Texas Association for Pupil Transportation (TAPT) certification, preferred.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT
While performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving vehicles and outside weather conditions. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually loud.

Revised Date: January 21, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.