

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
LAST REVISION DATE 04/30/2018
BAND & GRADE D-7-1-17

POSITION TITLE Coordinator of Transportation Services

IMMEDIATE SUPERVISOR Director of Business Services

Job Summary (Basic Purpose of Position)

SUPERVISOR _____

EMPLOYEE _____

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Responsible for the effective and efficient operation and supervision of the Transportation Department. Provides for the hiring, supervision and management of all Transportation Department staff and ensures that students are transported efficiently and in accordance with District policies, Minnesota Department of Education (MDE) requirements, and all other state and federal regulations regarding the safe transportation of students.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.0 DIRECT TRANSPORTATION DEPARTMENT</p> <ol style="list-style-type: none"> Screen, interview, and select the best qualified candidates for employment in the department. Train, evaluate, and supervise transportation employees. Evaluate the performance of those supervised, and initiate employee discipline, if necessary. Provide and conduct mandatory and appropriate in-service training for employees. Motivate and encourage employee growth and development. Direct the establishment and scheduling of all bus routes, student stops, and prepare maps for such routes and stops. Answer questions, resolve complaints and/or distribute information to the public. 	<p>D-6</p> <p>C-4</p> <p>D-6</p> <p>C-4</p> <p>C-4</p> <p>D</p> <p>D</p>	<p>M-8</p> <p>D-25</p> <p>D-15</p> <p>Q-1</p> <p>D-2</p> <p>W-20</p> <p>D-9</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> District policies and procedures. Applicable collective bargaining agreements. Drug & Alcohol testing policies and procedures. Student transportation safety regulation/guidelines. Special Education transportation regulations and requirements. Management techniques. Training procedures. Evaluation policies and procedures. Discipline policies and procedures. Training requirements 	<ol style="list-style-type: none"> The best qualified candidates were employed and personnel vacancies were filled in a timely and effective manner. Employees were trained in their specific job functions and were receiving proper supervision. Annual performance review was on file for all department staff by end of year and necessary discipline was initiated properly. In-service was provided for all department staff. Department operation was smooth and effective. Bus routes and stops are on file and student location maps were available. Information was distributed properly and timely. A minimum of complaints were

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8. Process student discipline referrals.	D	D-1		and content.	forwarded to supervisors.
9. Develop specifications, procedures, and summaries for bus and vehicle purchases.	C-4	A-1		11. Roads, streets and highways.	8. Discipline problems were processed in a timely and effective manner.
10. Develop specifications, procedures, and summaries for contracted busing services.	C-4	A		12. Maps and plats.	9. Competitive quoting and bidding procedures were correct with results presented for determination.
11. Register, license, and insure all school district vehicles.	B-2	M-2		13. Bus routes and stops.	10. Competitive quoting and bidding procedures were correct with results presented for determination. Contracts were negotiated and supervised effectively.
12. Investigate and report school bus and other school vehicle accidents.	B-2	D		14. Hazards related to weather and other road conditions.	11. All school district vehicles were properly licensed and insured.
13. Prepare and maintain annual budget and allocate resources.	D-6	M-5		15. Applicable transportation statutes and regulations.	12. Accident reports are on file.
14. Investigate potentially adverse weather and/or road conditions and communicate findings with the superintendent to assist in late start/school closing determinations.	C-4	D		16. Contract specifications and purchasing procedures.	13. Budget requests were submitted in a timely manner and revenues and expenditures were monitored throughout the year for compliance.
15. Maintain knowledge and inform transportation department employees of changes and developments in current business procedures and theory.	D-6	5		17. Registration and licensing procedures.	14. Unnecessary closing of schools was eliminated and those supervised understood determined school closing policies.
16. Establish and communicate philosophy, goals and objectives for the department.	C-4	M-2		18. Insurance specifications.	15. An annual assessment of the department was conducted and plans developed to correct any deficiencies.
17. Promote continuous improvement in all areas of organization, programs and activities.	C-4	A-3		19. Accident investigation.	16. Philosophy, goals and objectives of the department were established and properly communicated to the personnel.
18. Conduct short and long range planning activities subject to approval.	D-6	M-10		20. Budgeting procedures.	17. Evidence exists that continuous improvement took place in all programs and activities.
19. Sustain personal growth and improvement.	A-1			21. Accounting procedures.	18. Short and long range plans were on file.
				22. Reports and records.	
				23. District geography.	19. Personal growth was sustained.
				24. Computer/office equipment information and operations.	
				Ability to:	
				1. Communicate effectively verbally and in writing.	
				2. Demonstrate consistent and reliable attendance.	
				3. Organize, direct and control workflow and the work of others.	
				4. Listen	
				5. Plan	
				6. Organize	

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20. Attend required meetings.	B-2			7. Direct, motivate, and relate effectively with others.	20. Required meeting were attended.
21. Prepare reports and records as required by the school district, the Minnesota Department of Education (MDE), Department of Public Safety, Department of Transportation (DOT), and other state and federal agencies.	A-1			8. Summarize needs into action items.	21. Reports and records were on file and/or submitted properly and in a timely manner.
22. Perform other assignments requested by immediate supervisor.	A-1			9. Conduct group processes and activities.	22. Additional assignments are in process or have been completed in a timely manner.
2.0 DOT DRUG & ALCOHOL TESTING PROGRAM					
1. Manage the DOT and Non-DOT Drug & Alcohol Testing Program for all Transportation Department staff.					1. DOT & Non-DOT Drug & Alcohol testing was implemented in accordance with policy.
2. Maintain current reasonable suspicion training and ensure appropriate supervisory staff compete appropriate training.					2. Training is up to date and supervisory staff have completed required training.
3. Manage the pre-employment, post-accident, return to work, and random testing programs for all staff subject to DOT testing requirements.					3. Drug & Alcohol tests were completed as required.
3.0 LEADERSHIP TEAM					
1. Attend board meetings as resource person, when requested.					1. Board meetings were attended as necessary.
2. Attend Leadership Team meetings.					2. Attended Leadership Team Meetings.
3. Assist with special projects as directed.	A-1				3. Special projects were completed in accordance with supervisors' direction.
4. Speak to civic, community and other groups regarding student transportation services when requested.	B-2				4. Transportation coordinator was available for speaking engagements when

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					requested.

MINIMUM QUALIFICATIONS: Demonstrated experience managing and supervising student transportation functions.
PREFERRED QUALIFICATION: Preference may be given to candidates with a valid Minnesota Commercial Driver’s License (CDL) with School Bus Endorsement.