Transportation Coordinator

Purpose Statement

The job of Transportation Coordinators is established to oversee transportation logistics and ensure the safe on time arrival of students to and from school according to state and federal regulations. They are expected to communicate with school administrators, parents, other district departments, transportation personnel, and the Forrest City School District for establishing bus routes and stops; resolving district transportation issues, arranging transportation for special events.

Essential Functions

• Monitors and reports driver issues such as accidents, safety concerns, or licensing issues
• Communicates with drivers, FSCD Personnel, special education department, athletics, school staff, parents and others for the purpose of assisting with routes related problems.
• Evaluates routes in coordination with FCSD and district departments (e.g. bus stops, clock schedules, etc.) for the purpose of determining bus routes in conformance with school policies while complying with mandated guidelines.
• Participates in a variety of activities (e.g. meetings, training, etc.) for the purpose of conveying and/or gathering information required to perform functions.
• Prepares documentation for the purpose of providing written support and/or conveying information.
• Provides notice to staff and parents for the purpose of conveying information regarding any changes to routes.
• Recommends route additions and changes (e.g. finds new development and map information, etc.) for the purpose of keeping routes and data up-to date.
• Responds to inquiries from students, parents, and staff (e.g. stop locations, schedules, state regulated policies, etc.) for the purpose of providing the necessary information regarding bus issues.
• Reviews field trip requests for the purpose of arranging transportation.
• Must hold a valid CDL License and serve as back up driver.
Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective operations of the work.

Job Requirements: Minimum Qualifications

Skills Knowledge and Abilities

SKILLS - Specific skill based competencies required to satisfactorily perform the function of the job include: operating standard office equipment, performing standard bookkeeping, planning and managing projects, preparing and maintaining adequate records, and using pertinent software applications.

KNOWLEDGE – is required to perform basic math, including calculations using fractions and percents; understand written procedures, and speak clearly. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business phone etiquette; concepts of grammar and punctuation and office methods and practices.

ABILITIES – Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes. Ability is also required to work with a diversity of individuals and/or groups. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, meeting deadlines and schedules, setting priorities, operating within a defined budget, and working as a team.

Experience  Job related experience is preferred

Education  Targeted job related education that meet organization’s prerequisite requirements

Certificates & Licenses  Valid Commercial Driver’s License (CDL)

Clearances  Criminal Justice/Fingerprint