

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Transportation Coordinator

DEFINITION: Under the general direction of the Director of Transportation, assists in the daily operation of the transportation office and department; and performs a variety of secretarial/clerical duties.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Creates and revises bus routes and bus route files for school year, summer school, and special programs. Creates and maintains transportation database files for each school year. Creates and revises field trip driving directions files
- Maintains and monitors systems for collection of student transportation fees. Processes all bus pass applications and resolves related problems. Handles bus pass related money. Orders the yearly printing of the bus passes; prepares/revises the yearly Transportation Department information packet and oversees the printing/distribution thereof
- Responsible for the routine implementation of the student transportation discipline system. When necessary, communicates with site administrators, parents/guardians regarding student discipline issues. Prepares all follow up correspondence sent to parents/guardians. Assists in scheduling parent conferences
- Performs a range of receptionist duties including answering the telephone, receiving and forwarding messages, and providing information to parents, district personnel, school administrations, students, and the public
- Runs miscellaneous errands, picks up supplies, transports buses to shop for repairs, acts as a relief/substitute bus driver
- Creates office forms. Composes and types letters, memoranda, reports and other necessary materials with or without oral direction
- Operates and understands a variety of office machines, including computer and computer systems, fax, copiers, calculator and typewriters
- In the absence of the Director of Transportation schedules the bus drivers
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- School bus regulations
- Office practices and procedures including proper English grammar, applicable school district policies, regulations and procedures
- Geographical area including school boundaries and bus route territories
- Computer programs including word processing, database and spreadsheet

ABILITY TO:

- Communicate well verbally and in writing
- Demonstrate typing/keyboarding skills

- Utilize effectively the office computer system and programs
- Perform clerical and secretarial work of average difficulty using independent judgment
- Relate positively to parents, staff, and the public
- Maintain the confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work

EDUCATION:

- High school diploma or equivalent

LICENSE:

- Possess and maintain a valid California Class B Driver's License
- Good driving record
- Possession of a valid California School Bus Driver's Certificate

EXPERIENCE:

- Three years driving a bus

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

First Reading:

Board Approved:

Reviewed by Classification Study Committee: July 27, 2016

Approved: 7/17/2018