

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Transportation Coordinator II

DEFINITION: Under the general supervision of the Director of Transportation, lead and evaluate the daily operation of the Transportation Department; assign drivers, office staff and mechanics as necessary; arrange substitute drivers and serve as a secondary driver and perform a variety of secretarial/clerical duties.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below:

- Coordinates, implements and oversees the district-wide transportation services and programs which includes all regular and Special Education students
- Oversees the special education transportation program
- Inspects and monitors conditions at bus stops and school loading zones
- Responsible for student discipline procedures
- Communicates with site administrators, parents/guardians regarding student discipline issues
- Provides assistance in the planning, research and budget development, and implementation of department policies and procedures
- Resolves operational problems related to the shuttle buses or shuttling of Special Education students
- Oversees the preparation of all required reports and maintain appropriate records
- Assists the director with accidents and incident investigations and related reports
- Works with representatives from the community, all school sites and other school districts to provide the best possible transportation services
- Performs other related work as required

REQUIRED 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. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Knowledge of federal and state laws as it pertains to school transportation, traffic laws and regulations
- Knowledge of school transportation systems and equipment
- Knowledge of vehicle service and maintenance techniques and procedures
- Knowledge of safety standards for transportation vehicles and inspection requirements

ABILITY TO:

- Ability to plan and schedule a District-Wide bus routing program
- Ability to shift priorities with minimal notice
- Ability to use computer systems and programs including bus routing software
- Communicate regularly with principals, district staff, and NCC administrators
- Communicate effectively with parents or guardians of students with special needs
- Maintain the confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work

REQUIRED EXPERIENCE AND EDUCATION

EXPERIENCE:

- Three years driving a school bus
- One year with increasing responsibilities developing transportation bus routes and planning transportation programs

EDUCATION:

- High school diploma or equivalent. Course work in the area of transportation planning or related field

REQUIRED LICENSES/CERTIFICATES:

- Possess and maintain a valid California Class B Driver's License with a clean DMV record
- Possession of a valid California School Bus Driver's Certificate

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

First Reading:

Board Approved:

Reviewed by Classification Study Committee: July 27, 2016

Approved: 7/17/18