



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

TRANSPORTATION COORDINATOR

JOB SUMMARY

This position is under the direction of the Director, Internal and External of Transportation or the Manager of Transportation and has supervisory responsibility for specific specialty areas within the Transportation Department. This position involves the managing and supervision of appropriate transportation staff members. These staff members may work at multiple sites and on varied shifts.

ESSENTIAL FUNCTIONS

- Develop and implement concepts and actions to ensure efficiencies;
- Supervise and coordinate assigned transportation staff to meet departmental goals related to maximum efficiencies and effectiveness;
- Develops, implements and monitors departmental software;
- Develops, implements, monitors, maintains, and updates data to be used in the computer-assisted routing software, dependent upon area of specialty;
- Analyzes the efficiencies of transportation office operations and route coverage and implements appropriate course of action;
- Collaboratively works to provide input to improve operation consistencies;
- Coordinates with Supervisor positions, shop personnel and routing staff to maintain up to date listing of routes, schedules, tiering and time reporting information, dependent upon area of specialty;
- Performs evaluations on departmental staff;
- Compiles, composes and gathers statistical and other reports;
- Work directly with Transportation Department Accounting staff to ensure accurate and timely invoices to partner districts;
- Serve as a liaison between administration, school staff and the public;
- Attends and/or coordinates meetings as required;
- Addresses the daily concerns of bus drivers and office staff;
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities;
- Solve and to discover issues before they become problems;
- Other supervision duties as assigned.

KNOWLEDGE OF

- Extensive and thorough knowledge of departmental routing software to include GPS;
- Extensive knowledge of database functions and other related software;
- Multiple bell times and frequency changes;
- Policies, laws, rules and regulations related to the functions of the District;
- Bargaining Unit Contract;
- Principles and practices of providing leadership to others;
- Functions of the Transportation Department and its policies;

TRANSPORTATION COORDINATOR

KNOWLEDGE OF (continued)

- Letter and report preparation procedures;
- Organization skills and data collection processes;
- Data management;
- Computational methods;
- State, local and federal laws, rules and regulations related to the school bus industry.

ABILITY TO

- Identify efficiencies;
- Prioritize daily responsibilities, duties and tasks;
- Efficiently use communication skills to promote and provide quality customer service to the public;
- Effectively communicate verbally and in writing;
- Coordinate and delegate operation assignments;
- Establish and meet schedules and time lines;
- Work independently and make autonomous decisions,
- Organize tasks, meet deadlines, set priorities and monitor progress;
- Work with minimal supervision;
- Direct, supervise and instruct others;
- Recommend, interpret, and explain rules, regulations, policies and procedures,

EDUCATION AND EXPERIENCE

Minimum high school diploma or equivalent. Experience in the school transportation arena or education of a related field.

REQUIRED LICENSES

Possession of a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by Districts insurance carrier and maintain such insurability during course of employment.

HEALTH/PHYSICAL ABILITIES

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

PHYSICAL DEMANDS

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

WORKING CONDITIONS

Work outdoors and indoors, incl. bus. Exposure to: seasonal outdoor temperatures 38°-110°, dust, wind and sun, traffic and fuel odors; driving to various district sites.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS: Classified Management Position.

June 2012