



REVISED: Submitted:  
07/01/2024 06/25/2024

JOB TITLE:	COORDINATOR BUS COMPOUND
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8780
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Coordinates all aspects of pupil transportation in an assigned geographical area of the school District. Requirements include all District programs which qualify students for transportation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis

Develops, implements, and updates District school bus route system

Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled bus routes are completed daily

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Driver's License

Oversees daily compound operations and coordinates with compound staff in proficient use of District computer programs

Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies

Coordinates scheduling of school bus fleet for maintenance to ensure safe transportation for District students

Provides effective communication with parents, students, community organizations, news media and District personnel

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills
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Ability to develop and utilize computer data for transportation
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of all school system policies and procedures
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Knowledge of Federal and State Pupil Transportation guidelines
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Experience in a diverse workplace
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