

SUPPORT STAFF POSITIONS
Job Description: Transportation Coordinator
Non Exempt

TITLE: Transportation Coordinator

DEFINITION: Under the direction of the Maintenance and Transportation Director, the employee will perform all duties and responsibilities involved with the overall management and safety operation of the school district transportation system.

QUALIFICATIONS:

1. High school graduate or equivalent
2. Possession of or ability to earn Commercial Driver's License
3. Ability to maintain insurability at all time
4. Skill in the area to be assigned
5. Skill in working with people
6. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Maintenance and Transportation Director

DUTIES:

1. Perform necessary maintenance and repair of school vehicles **and district equipment.**
2. Coordinator must test for and receive the inspector's certificate from CDE to perform annual inspections on transportation vehicles.
3. Maintain an accurate inventory of tools, equipment and other property.
4. Oversee scheduling of vehicles for student and employee transportation **with help from dispatcher.**
5. Coordinate vehicle bid and purchase procedures.
6. Assist the Director in recruiting and recommending drivers for employment.
7. Ensure the cleanliness of all school vehicles.
8. Maintain a primary focus on student and employee safety.
9. Oversee the up-keep of all transportation records and documents to comply with Federal, State and District regulations.
10. Authorize and maintain bus routes and schedules for a safe, timely, efficient and economical transportation service. The safe operation of all school bus routes is a top priority.
11. Ensure that all district drivers abide by all federal, state and local laws, rules and regulations.
12. Assist the Director in evaluating and increasing the effectiveness of the transportation department.

13. Investigate and report accidents; gather and analyze data.
14. Advise the Superintendent on road and weather conditions for decisions on school closure during inclement weather.
15. Assist in district snow removal, when needed.
16. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
17. Perform all other duties as may be assigned by the Maintenance and Transportation Director.
18. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

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

- Persons performing service in this position classification may exert 5 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work involves walking or standing for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate vehicles, equipment and tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the Maintenance and Transportation Director in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program	Monte Vista Medical Clinic
2115 Stuart Street	10 Rupert Avenue
Alamosa, CO 81101	Monte Vista, CO 81144
(719)589-8110	(719)852-8827

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and/or Jerene Wilkinson or Leona Holland in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAO-R approved by Board of Education: 07/19/12