

JOB DESCRIPTION

TITLE

Coordinator of Transportation

POSITION TYPE

Exempt

PRIMARY FUNCTION

Under the general supervision of the Director of Operations, this position is responsible to perform the duties of a bus driver; to assist with organizing and conducting behind-the-wheel training sessions for original and renewal drivers; to assist with conducting required school bus safety and bus evacuation drills for students; to schedule and dispatch regular school bus routes and drivers; to schedule, drive, and dispatch extra trip assignments as necessary; and to do related work as required, consistent with job description. This position requires the individual to meet Virginia School Bus Commercial Driver License requirements

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Must be 21 years of age or older.
- Valid Virginia motor vehicle operator's license.
- Minimum hours of instruction
- Satisfactory score on written examination
- Local and state standards for driving test and driving record check (DMV report)
- State required physical (as administered by Charles City County School Division contracted provider; physical includes alcohol and controlled substance testing)
- Ability to operate all vehicle types (from 15-passenger van buses to 77-passenger vehicles) used in transporting students.
- Sufficient knowledge of automotive vehicle operation with emphasis on large equipment with automatic transmissions.
- Thorough knowledge of State highway operating rules and procedures.
- Excellent driving record without a moving traffic violation within two years.
- Ability to operate radio communication.
- Ability to deal with exuberant behavioral characteristics of youthful riders.
- Completion of defensive driving course and multimedia first aid prior to employment preferred.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

REPORTS TO

Director of Operations

PERFORMANCE RESPONSIBILITIES

Bus Driver

- Maintain valid Virginia School Bus Commercial Driver License
- Inspect vehicle prior to and after daily operations for maintenance discrepancies
- Operate a school bus over established routes in an efficient and punctual manner
- Maintain student discipline while operating a school bus following the guidelines established by the School Board
- Drive defensively under varying traffic conditions

- Perform housekeeping duties inside and outside the school bus
- Refuel and check oil on equipment as needed
- Demonstrate knowledge of rules and regulations promulgated by local, state, and federal authorities
- Act in a professional manner exhibiting a positive image in dealing with students, parents, and school division personnel
- Maintain availability to drive doubled bus runs within the normal contracted hourly day as circumstances require and perform such doubled runs as assigned
- Conduct emergency evacuation drills in keeping with division regulations
- Operate a school bus on special trip assignments

Lead Driver

- Conduct and coordinate workshops and safety meetings as directed
- Arrange for coverage for all bus driver absences
- Coordinate all vehicle maintenance problems with the Head Automotive/Bus Mechanic
- Plan, coordinate, organize and conduct behind-the-wheel bus driver training programs.
- Serve as the Behind the Wheel Trainer, monitor and assess bus drivers' assuring a high standard of performance is maintained
- Serve as the central dispatcher for driving staff – maintaining bus records, bus routes, and confidential information of transportation services to include homeless and special education runs
- Supervises all bus drivers and works collaboratively with the Supervisor of Operations and the Director of Human Resources to conduct recruitment and evaluation activities
- Prepares and maintains a variety of bus driver records

TERMS OF EMPLOYMENT

240 days contracted yearly. Workshop/in-services as required.

EVALUATION

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed teaching personnel.

APPROVED BY SUPERINTENDENT

June 17, 2016 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY

Director of Human Resources



The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.