



Flour Bluff Independent School District Job Description

JOB TITLE: Transportation Coordinator

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Assistant Director of Operations/Executive Director of Operations

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Transportation Coordinator is to assist the Assistant Director of Operations in the coordination and administration of the pupil transportation services of the district, to ensure that such services adhere to Texas Education Agency regulations and board policy.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED
- Valid Texas Commercial Driver's License (Class B) with passenger and school bus endorsements
- Current Texas School Bus Driver Training Certificate

Special Knowledge/Skills:

- Ability to pass alcohol and drug test.
- Ability to communicate effectively.
- Prior successful experience and/or training in a supervisory position and personnel supervision
- General knowledge of vehicles

- Proficient knowledge regarding T.E.A. regulations concerning bus routes, bus safety and driver certification.

MAJOR RESPONSIBILITIES AND DUTIES:

Vehicle Operation:

1. Provide training and orientation of new drivers.
2. Provide students and drivers with conduct rules relative to pupil transportation.
3. Ensure all drivers comply with safety rules and standards.
4. Assist the Assistant Director of Operations in the organization of bus routes.
5. Maintain knowledge of current transportation systems and service.
6. Drive buses when necessary.

Safety:

7. Observe all traffic laws and safety regulations for school buses.
8. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, fuses, and reflectors.
9. Correct unsafe conditions in work area that could cause an accident and informs supervisor of any conditions that are not correctable immediately.
10. Report any hazardous conditions along the route.

Other:

11. Ability to operate two-way radio equipment to communicate with transportation office.
12. Work irregular hours as needed.
13. Attend and completes required training program to maintain safety certification.
14. Maintain good working communications with co-workers and other staff members.
15. Maintain good attitude in difficult situations.
16. Help maintain cohesiveness among employees.
17. Perform duties in a timely and organized manner.
18. Project a professional image through demeanor and dress.
19. Maintain regular and reliable attendance.
20. Comply with Maintenance/Transportation Department policies and procedures.
21. Comply with policies and procedures as outlined in employee handbook and addendum.
22. Adhere to proper channels when communicating ideas, problems, etc.
23. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

Posture:

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching.

Lifting:

Limited light lifting and carrying (less than 15 pounds) daily.

Environment:

Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.