

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT TRANSPORTATION COORDINATOR **File 703**

Reports to: Transportation Supervisor

Job Objectives: Assists the transportation supervisor. Performs driving duties as assigned (see bus driver job description for additional information).

Minimum Qualifications:

- High school diploma.
- Work and supervisory experience in transportation services is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Holds an on-bus instructor's certificate. Meets all bus driver minimum qualifications.
- Computer skills and knowledge of transportation software is preferred.
- Ability to interpret and comply with safety regulations and environmental laws.
- Bookkeeping skill and the ability to compute mathematical data accurately.
- Effective presentation skills and ability to train adult learners.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Available to respond to service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with the delivery and continuous improvement of transportation services. Keeps the transportation supervisor informed about emerging issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps prepare schedules and bus routes. Recommends driver assignments. Prepares routing information for students/parents and building administrators. Helps address the transportation needs of students with disabilities. Consults with drivers to ensure that transportation services are effective.
- Maintains transportation rosters as directed (e.g., student names, grade levels, school attended, bus identification, pick-up and drop off points, time schedules, etc.).
- Maintains accurate up-to-date student information for each bus as directed.
- Helps coordinates the non-routine use of school buses (e.g., field trips, athletic contests, community requests, etc.).
- Assists with the timely submission of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors road and weather conditions. Advises the transportation supervisor about adverse driving situations.
- Monitors bus communications. Conveys information as needed.
- Participates in transportation staff selection and orientation processes when requested.
- Helps monitor bus driver training requirements. Helps verify that all drivers are properly qualified and correctly licensed. Helps ensure that drivers are familiar with all aspects of their assigned duties (e.g., district policies, schedules, routes, etc.).

- Provides coverage during staff absences as directed. Helps process time sheets.
- Recommends procedures to effectively deal with emergency situations.
- Helps facilitate Ohio State Highway Patrol annual bus inspections as directed.
- Helps pick-up transportation equipment, materials, and other supplies as directed.
- Promotes bus safety. Prepares materials for building staff to carry out student bus safety programs as directed.
- Teaches defensive driving measures to help drivers avoid injuries.
- Promptly documents all injuries that require medical attention.
- Reports student discipline problems, vandalism, and other related concerns. Works with the transportation supervisor, principals, and drivers to address discipline issues.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility as directed. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: helps plan work assignments, provide instructions, and monitor assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.

- Potential for exposure to adverse weather conditions and temperature extremes. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.