

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Field Coordinator	<b>JOB CODE:</b> 464B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Transportation
<b>DEPARTMENT:</b> Transportation	<b>WORKDAYS:</b> 208
<b>REPORTS TO:</b> Area Supervisor, Transportation	<b>PAY GRADE:</b> NFC4
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises daily operations in the field with stakeholders and staff; conducts bus driver training and evaluations.	
<b>REVISION DATE(S):</b> 3/24	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree from an accredited institution or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid CDL License with passenger, school bus, and air brake endorsements.
3.	Experience: Minimum of two years of experience in pupil transportation or a related field; 1-year of supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to pass pre-employment and annual physical
5.	Knowledge, Skills, & Abilities: Written and oral communication; basic computer skills including but not limited to Microsoft 365; excellent driving record; leadership; working knowledge of GPS and routing and logistics software.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours may vary during the school year.
2.	Conducts performance evaluation of bus drivers based on appropriate documentation and observation.
3.	Implements and coordinates the Safe Rider Program in the local school.
4.	Investigates routing concerns at the direction of Area Supervisor, Transportation and offers solutions.
5.	Plans, assigns, and distributes routes to drivers and/or schools in assigned cluster at direction of Area Supervisor, Transportation.
6.	Ensures driver accomplishment of route and schedules (daily job performance).
7.	Recommends reasonable suspicion drug/alcohol testing for school bus drivers and/or school bus monitors to Area Supervisor, Transportation.
8.	Verifies timecard entries submitted by drivers and/or monitors for payroll.
9.	Coordinates and assists dispatch with daily route coverage. Requires on-standby status at established report time.
10.	Conducts safety meetings under direction of Area Supervisor, Transportation.
11.	Attends meetings as requested by Area Supervisor, Transportation or, school administrators.
12.	Acts as liaison between local school administrators and drivers.
13.	Remains updated with knowledge of Federal and State laws and regulations, Transportation policies, as well as Board of Education policies.
14.	Responsible for bus accident investigations and processing.
15.	Responsible for checking road conditions in inclement weather as directed by Transportation administration.
16.	Distributes field trip assignments and confirms acceptance of trip.

17.	Assists with annual Road-E-O and DPS bus inspection as needed.
18.	Provides instruction in proper use and handling of all Transportation vehicles and equipment.
19.	Functions as a school bus driver as needed.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_