

JOB DESCRIPTION

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

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 P, S, and Air Brake endorsement
3.	Experience: 2 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 Outlook, Word, Excel, and PowerPoint; excellent driving record; leadership; working knowledge of GPS and routing 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.	Conducts evaluations of bus monitors on Special Education buses. (SPED assignment).
4.	Implements and coordinates the Safe Rider Program in the local school.
5.	Investigates routing problems at the direction of Area Supervisor and offers solutions.
6.	Plans, assigns, and distributes routes to drivers and/or schools in assigned cluster at direction of Area Supervisor.
7.	Ensures driver accomplishment of route and schedules (daily job performance).
8.	Recommends reasonable suspicion drug/alcohol testing for school bus drivers and/or school bus monitors to Area Supervisor.
9.	Verifies time submitted by drivers and/or monitors for payroll.
10.	Coordinates and assists dispatch with backup or substitute drivers. (Requires on-standby status at established report time).
11.	Conducts safety meetings under direction of Area Supervisor.
12.	Attends meetings as requested by Area Supervisor, Transportation or School Administrators.
13.	Acts as liaison between local school administrators and drivers.
14.	Remains updated with knowledge of Federal and State laws and regulations, as well as Board of Education policies.
15.	Responsible for bus accident investigations and processing.
16.	Responsible for checking road conditions in inclement weather during a Weather Watch.
17.	Distributes field trip assignments and confirms acceptance of trip.

18.	Assists with annual Road-E-O and DPS bus inspection as needed.
19.	Provides instruction in proper use and handling of all Transportation vehicles and equipment.
20.	Maintains a current CDL license and endorsements to be able to drive a bus on an as needed basis.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____