Transportation Services Coordinator

Purpose Statement

The job of Transportation Services Coordinator is done for the purpose/s of directing transportation programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Assistant Superintendent of Business Services and School Treasurer/CSBO

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts loading zone visitations for the purpose of ensuring safe ingress and egress.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Develops and recommends the annual budget and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. policies, procedures, goals, objectives, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Documents and resolves any parent or administrative incidents, complaints and/or accidents for the purpose of reaching and/or recommending a resolution.
- Maintains the Versatrans database system to synchronize with SIS-K student database for the purpose of assigning stops and times for student pick-up and generating bills and letters.
- Monitors and evaluates vendor performance for the purpose of ensuring compliance with state and federal regulations.
- Participates in meetings, workshops and seminars (e.g. vendor meetings, school board meetings, PTO/PTA meetings, administrative meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. maps, transportation budget input, route report, state reporting, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics (e.g. new products, safety and health requirements, laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Represents transportation during IEP meetings for the purpose of maintaining or providing services within established timelines and in compliance with related requirements.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: state and federal guidelines related to school transportation; pertinent codes, policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with parents, school personnel and staff; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; making quick and accurate decisions; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.
Education: Targeted, job related education with study in job-related area.
Equivalency: -Excellent organizational leadership and fiscal services skills required
-Excellent communication skills, and the ability to work cooperatively with others
-Ability to work under pressure, plan, prioritize, and coordinate multiple projects at one time
-Proficient skills in word processing, spreadsheet applications, and technology related to transportation systems.

Required Testing: TB Test

Certificates and Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

Continuing Educ. / Training:

FLSA Status Approval Date Salary Grade
Exempt

Transportation Services Coordinator
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Position Type:
Central Office/Transportation Services Coordinator

Date Posted:
5/16/2017

Location:
Business Office

Date Available:
ASAP

Qualifications and Experience:
- Job related experience with increasing levels of responsibility is required
- Targeted, job related education with study in job-related area
- Excellent organizational leadership and fiscal services skills required
- Excellent communication skills, and the ability to work cooperatively with others
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Terms Of Employment:
Twelve-month year (July 1 to June 30)
Salary and work year to be determined by the Board of Education

Salary and Benefits:
$55,000 (prorated based upon hire date)

Benefits include:
- Medical and Dental Insurance
- Illinois Municipal Retirement Fund pension plan
- Life Insurance and Long Term Disability
- Flexible Benefits Plan
- Sick Days
- Personal Days
- Vacation Days
- Employee Assistance Program
- Direct Deposit

**Application Process:**
Apply online at [www.district65.net](http://www.district65.net)

**Selection Process:**
Qualified applicants will be contacted for an interview.

**Every Child, Every Day, Whatever It Takes**

**Attachment(s):**
- Transportation Services Coordinator.docx

FMLA regulations require all employers to post the updated FMLA notice.

Powered by applicant tracking, a product of Frontline Education.