



<b>Title:</b>	Transportation Coordinator
<b>Reports to:</b>	Executive Director of Transportation
<b>Terms of employment:</b>	12 Months
<b>Salary:</b>	State Salary
<b>FLSA Exempt/Non-Exempt:</b>	Exempt

**Nature of Work**

To support the goals and high standards of transportation Services and to ensure safe and efficient transportation for students of Wilson County Schools in the role of Coordinator while maintaining a high level of customer service.

**Qualifications and Licensure**

- Valid North Carolina drivers license
- Ability to to maintain a school bus endorsement and DOT certification card
- Five years of successful experience in increasing levels of responsibility in school transportation
- Computer literacy and operation of various software programs
- Basic understanding of TIMS
- Knowledge of Microsoft Word
- Knowledge of of Microsoft Excel
- Knowledge of Payroll System
- Knowledge of GPS System
- Knowledge of Camera Systems
- Knowledge of compliance issues related to NC school bus transportation
- Knowledge of NC school law as it pertains to transportation
- Ability to understand and carry out oral and written instruction

**Duties and Responsibilities**

- Serves as the immediate supervisor for Driver Only employees.
- Serves as the point of contact for drivers, substitute drivers and monitors.
- Coordinates substitute coverage for all drivers and monitors.
- Models for and train drivers in the use of proper customer service techniques.
- Supervises bus drivers and performs all Coordinator duties for assigned schools.
- Inspects regular and activity buses for cleanliness and damage.
- Assists with planning and organization of the annual school bus rodeo.
- Assists with planning and organizing annual school bus driver workshops.
- Assists with planning for monthly bus driver meetings.
- Assists with scheduling new employees for CDL training class.
- Collects and reviews annual mechanical stop signal violation count from bs drivers.
- Follows up on mechanical stop signal violations reported by bus drivers as needed.
- Collects and reviews TD2 and TD2R data.
- Conducts timesheet audits using GPS information.
- Assists TIMS Managers with updating TD29 route descriptions.
- Assists Office Manager with maintaining and updating classified employee status.

- Reviews combination employment forms to correct overtime situations.
- Reviews attendance and substitute data.
- Performs clerical office duties consisting of filing, typing, and record keeping.
- Provides guidance to and assists drivers and monitors with training on proper use of student restraint systems.
- Provides guidance to and assists school administration in planning and scheduling of mandatory biannual emergency evacuation drills for school buses.
- Provides guidance to assist in planning and conducting monthly safety meetings with drivers.
- Provides training for day to day duties of bus drivers and monitors.
- Assists at school bus accident sites.
- Performs any other duties as assigned by the Executive Director of Transportation.

**Physical Requirements (if applicable)**

- Must be able to physically perform the basic life operational functions needed to fulfill required job duties.
- Must be able to communicate orally and in writing drivers, transportation Services staff and customers.

**Special Requirements (if applicable)**

- Required to work a staggered work schedule as needed.
- Must possess a North Carolina CDL B with P & S endorsements with school bus certification.
- Must possess a North Carolina DOT physical.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.