CHICO UNIFIED SCHOOL DISTRICT
TRANSPORTATION COORDINATOR

DEFINITION
Under general supervision, assists in planning, organizing, and coordinating an efficient, effective student transportation program. This work contributes to the overall efficiency of the daily operation of the Transportation Department.

SUPERVISION
The Transportation Coordinator receives general direction from the Director of Maintenance, Operations and Transportation. Works independently, according to established policies, procedures, and accepted departmental practices, with detailed instructions on new, difficult, or unusual aspects of work. The Transportation Coordinator directs as well as provides technical and functional leadership to the Transportation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Creates, plans, and coordinates all routes for maximum efficiency and service.
- Assigns, directs, and monitors drivers and routes.
- Identifies need and coordinates fill-in or substitute drivers according to established Transportation practices. Drives school vehicles as needed.
- Coordinates activities necessary to comply with all District, State, and Federal requirements.
- Acts as an information source to the public, school personnel, and other interested parties regarding busing policies, procedures, routes, schedules, and other Transportation activities.
- Establish and maintain cooperative and effective working relationships.
- Performs other duties similar to the above in scope and function as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Principles, practices, and methods of operating school buses and the transporting of students.
- Methods of scheduling and dispatching a transportation fleet.
- State laws, rules and regulations, and Education Code sections pertaining to school bus operations and student transportation.
- Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of students.

Skill to:
- Operate general office equipment and computerized routing and scheduling systems.
- Keyboard proficiency to produce word processing documents and enter transportation data to keep up with workflow.

Ability to:
- Evaluate schedules and meet deadlines.
- Understand and carry out verbal and written instructions, policies and procedures in an independent manner.
- Write, speak and be understood in English.
- Organize and manage workflow for optimum efficiency.
• Multitask in a distracting environment.
• Make sound decisions based on consideration of competing factors.

**Experience and Training Guidelines:**
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Education and Experience:**
• Four years of successful experience as a school bus driver and/or a related transportation field and possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
• Two years of successful experience or training in transportation routing, scheduling, dispatching, and general office procedures; or any combination of training and experience that could likely provide the desired knowledge and abilities.
• Equivalent to the completion of the twelfth grade supplemented by specialized training in the area of transportation.
• Must be at least 25 years of age.

**Licenses or Certificates:**
• Possession and maintenance of a valid Class B with a (P) Passenger Endorsement.
• Possession and maintenance of a California Special Type 1 Driver Certificate for School Bus.
• Possession and maintenance of a valid medical certificate.
• Possession and maintenance of a valid first aid and CPR certificate.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

• Possession and maintenance of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code.
• Use safety equipment designated for this position.
• Ability to sit, stand, walk, kneel, stoop, reach, twist and lift 70 lbs
• Exposure to cold, heat, noise, vibration, chemicals and mechanical hazards,
• Ability to work in a standard office environment.
• Drug testing clearance.