



## TRANSPORTATION COORDINATOR 2

Job Code: 126BOE  
Bargaining Unit: 01  
Effective Date: 7/23/1999

### Description of Work

#### General Statement of Duties

Performs highly skilled technical work of a very complex nature involving the scheduling and routing of public, nonpublic, and charter school students transported by the school district. Coordinates transportation services with schools and bus contractors and monitors contractor route performance; and performs other related duties as required. Job responsibilities require work on evenings and weekends as necessary.

#### Supervision Received

Works under the general supervision of the Department head.

#### Supervision Exercised

Exercises moderate supervision over subordinate workers.

#### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Assigns and reviews the work of staff assigned to establish and maintain the school district's school bus routes and schedules.

Determines the number of school bus routes needed, establishes routes and route combinations, assigns students to school bus stops, and revises school bus routes as student populations and programs change.

Assigns school bus routes to contractors based upon bid rates.

Schedules variations in bus service.

Supervises routes serving specific schools, responds to problems on those routes, and serves as liaison between the schools and the school bus contractors.

Monitors performance of school bus contractors, investigates complaints related to route operations, and takes action to correct the problem as necessary.

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### **Duties and Responsibilities (continued)**

Monitors compliance of School District and contractor drivers with District Policies and Guidelines, investigates parent and school complaints against drivers, and takes disciplinary action against contractors or drivers in accordance with contract provisions.

Determines safe student pickup locations.

Determines student eligibility for school district provided transportation service and assigns students to buses.

Maintains records related to route operations, student discipline, and special transportation situations.

Maintains records of incidents of unacceptable student conduct on school buses, or at school bus pickup locations, and ensures that proper disciplinary actions are taken in accordance with District Policy.

Coordinates transportation for field, athletic, Community Education trips, and special events.

Develops and coordinates transportation schedules for interschool programs.

Investigates and implements solutions for transportation related problems, including student discipline, property damage, complaints, and overloads.

Reviews video tapes of student conduct from school bus cameras and takes disciplinary action in accordance with Board of Education Policy and Procedure.

Maintains data files related to a number of areas including operational problems, student discipline, and school bus loads.

Constructs and maintains attendance areas and address maps, maintains mainframe and micro computer data related to attendance area, eligibility for transportation, hazardous crossings, and other factors.

Interacts with various agencies, including other school districts, Saint Paul Police, Saint Paul Public Works Department, Minnesota Department of Public Safety, Minnesota Department of Children, Families, and Learning, State Patrol, Ramsey County Sheriff, and other governmental units.

Operates various types of equipment, including two-way radios, cellular telephones, hand-held and moving traffic radar, traffic laser, and evidentiary mobile video equipment.

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### **Knowledge, Skills, and Abilities**

Extensive knowledge of Minnesota Statutes, Department of Public Safety Rules, and Department of Children, Families, and Learning Rules pertaining to pupil transportation.

Extensive knowledge of, and experience in, school bus operations, terminal organization, and school bus dispatching.

Extensive knowledge of Saint Paul Public Schools' procedures, guidelines, and policies pertaining to student transportation.

Extensive knowledge of the City of Saint Paul, including extensive familiarity with all areas of the City and the locations of Saint Paul Public, nonpublic, and charter schools.

Considerable knowledge of, and experience in, special education transportation.

Some knowledge of Macintosh computer equipment and in particular with ESRI ARCVIEW GIS software and Filemaker Pro database software.

Some knowledge of Motorola SecureNet Trunked Two-way Radio Systems.

Considerable ability to communicate effectively with school bus contractors, students, parents, school personnel, and the general public.

Considerable ability to develop school bus routes (trips) and combine these trips into routes serving multiple schools in an efficient and cost effective manner.

Considerable ability to deal with hostile callers in a calm and professional manner.

Considerable ability to prepare discipline, student load, accidents, and other operational reports and studies as required.

Considerable ability to operate in a high stress environment and to react immediately to emergency situations, including accidents, severe weather conditions, and disciplinary disruptions on school buses.

### **Minimum Qualifications**

Two years of experience as a Transportation Coordinator 1 or three years of work experience involving the dispatching, scheduling, or coordination of school buses in a fleet operation of at least 150 school buses.