



TRANSPORTATION COORDINATOR 1

Job Code: 192BOE
Bargaining Unit: 01
Effective Date: 2/9/1991

Description of Work

General Statement of Duties

Performs skilled clerical work of a very complex nature including scheduling, coordinating and monitoring the transportation of parochial and public school students; and performs related duties as assigned.

Supervision Received

Works under the general supervision of a unit head.

Supervision Exercised

None.

Typical Duties Performed

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

Establishes and revises bus routes and schedules; determines student eligibility for free transportation; assigns students to buses; schedules any variations in bus service and maintains related records.

Determines number of bus routes; researches and establishes safe bus stops and stops needed.

Coordinates student transportation for field trips and special events.

Coordinates and updates interschool transportation schedules.

Investigates and recommends solutions to transportation related problems, including discipline and property damage occurring on school buses.

Serves as liaison between the schools and transportation contractors.

Verifies receipt of services contained in transportation billings.

Maintains records related to bussing operations and prepares reports and cost analysis studies as required.

TRANSPORTATION COORDINATOR 1

Typical Duties Performed (continued)

Recommends new policies and procedures to insure safer and more efficient transportation service.

Establishes schedules for bus evacuation drills for students and assists with bus safety programs.

Knowledge, Skills, and Abilities

Knowledge of laws relating to school bus safety requirements and bussing programs.

Knowledge of Saint Paul school locations and number and type of students eligible for transportation and of school programs requiring transportation.

Ability to communicate effectively and courteously with bus companies, students, parents, school personnel, the general public, and staff personnel.

Ability to prepare and present cost analysis studies and other operational reports.

Ability to develop, implement, and coordinate a school bus program.

Minimum Qualifications

One year of work experience involving dispatching or scheduling of buses or involving coordinating a bussing operation equivalent to the bussing operation of the St. Paul Board of Education.