



TRAFFIC OPERATIONS COORDINATOR

Job Code: 471ABE
Bargaining Unit: 01
Effective Date: 6/12/1991

Description of Work

General Statement of Duties

Performs technical work involved with the coordination of street operations of buses serving the District and conducting continuous random mechanical inspections for each bus to ensure compliance; and performs related duties as assigned.

Supervision Received

Works under the general supervision of a unit head.

Supervision Exercised

Exercises moderate technical supervision over subordinate District bus drivers and provides work direction to contract bus drivers.

Typical Duties Performed

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

Monitors the District's bus routes to determine if bus drivers are obeying traffic and safety rules; investigates and corrects driver performance problems including timeliness and making assigned stops; and randomly checks bus drivers' licenses.

Monitors the repair or correction of any District or contract owned buses found to have serious safety violations.

Drives school buses short distances to a secure location in emergency situations, when necessary.

Responds to and investigates any accident involving buses transporting students; determines if other staff should be represented at accident scene; determines if bus is safe to continue on route; ensures that all established accident procedures have been observed and follows up, as needed; and prepares accident reports.

Investigates parent or citizen complaints of inappropriate bus driving; monitors student discipline problems occurring on buses and makes correctional recommendations to the appropriate individuals.

Monitors bus speed by radar.

Conducts studies to determine reasons for repeated safety violations such as increased bus stop arm violations.

Assists in Emergency Evacuation drills and inservice driver and assistant training programs.

Investigates drivers involved in unsafe school bus operations and makes recommendations to appropriate administrative personnel.

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Knowledge, Skills, and Abilities

Considerable knowledge of Federal Motor Vehicle Safety Standards, Minnesota Statutes, State Board of Education Rules and District contract requirements in the operation of Type I, II and III school buses.

Considerable knowledge of the standards for school bus construction.

Considerable knowledge of accident investigation techniques related to large commercial vehicles.

Considerable knowledge of large vehicle handling and maneuverability in traffic situations involving heavy traffic volume and restricted lane conditions.

Considerable ability to conduct thorough bus safety and mechanical inspections to ensure compliance with applicable regulations and requirements.

Considerable ability to communicate clearly and effectively with individuals and groups.

Considerable ability to present inservice training programs.

Considerable ability to identify safety hazards and propose alternatives for solutions.

Minimum Qualifications

Three years of work experience involving school bus safety and maintenance, or law enforcement with particular emphasis on experience in commercial vehicle enforcement, safety and operations. Must be certified in American Red Cross Standard or Advanced First Aide; and possess a valid Class B Commercial Driver's License (CDL) with a school bus endorsement, with no suspensions or revocations within the two-year period prior to the date of the appointment (suspensions for parking related offenses excluded).