

LIBERTY UNION HIGH SCHOOL DISTRICT
TRANSPORTATION COORDINATOR

DEFINITION

Under general supervision, coordinate bus routes and schedules; and to do related work as required.

EXAMPLES OF DUTIES

Assists bus drivers in the performance of their duties; plans drivers' routes when needed and schedules school bus routes in accordance with district calendars; dispatches buses in coordination with the Director of Transportation; plans and implements emergency bus evacuation drills for pupils transported on school buses; assists, as required, in investigating accidents and complaints involving school buses; assists in the driver candidate selection process; and does related work as required. Maintain student information including behavioral reports.

QUALIFICATIONS

Knowledge of:

State and local traffic laws and regulations;
Geographical conditions of the District;
Safe driving practices and procedures;
California Motor Vehicle Code and Education Code requirements pertaining to pupil transportation.

Ability to:

Coordinate bus routes and schedules;
Safely operate a school bus;
Motivate bus drivers;
Maintain accurate records and prepare correct reports;
Make simple arithmetical calculations;
Understand and carry out oral and written instructions;
Maintain cooperative relationships with those contacted in the course of work.

Experience:

Two years of experience as a school bus driver.

Education:

Equivalent to the completion of the twelfth grade.

License Requirement:

Valid California Commercial Driver's License;
Valid School Bus Driver Certificate;
First Aid Certificate, issued by the American Red Cross or Equivalent to American Red Cross Standards.