



**Chickasha Public Schools  
Job Description**

**Job Title:** Transportation Coordinator (Certified)/Transportation Supervisor (Support)

**Qualifications:** High school diploma or GED required. Bachelor's degree preferred. Substantial background knowledge in transportation and school operations preferred.

**Reports To:** Executive Director of Operations

**Supervises:** Bus drivers and bus monitors.

**Performance Responsibilities:**

**Summary:** Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the transportation department, including personnel, equipment, and fleet vehicles. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the District for school events.

**Ensures each driver:**

1. Completes four hours of annual in-service training.
2. Has a current physical on file and documentation is in The Wave.
3. Has completed a drug/alcohol test upon hire.
4. Is enrolled in the District random drug/alcohol testing program.
5. Is registered with the Drug and Alcohol Clearinghouse.

**Essential Duties:**

1. Annually update every driver, including substitute drivers and part time drivers in the Bus Driver Certification Online System (The Wave)
2. Create purchase orders for bus/vehicle repairs, parts, department supplies, etc.
3. Checks invoices and processes bills for payment for the department.
4. Assists in preparing bus routes and schedules for all schools in the district with the use of the computerized transportation system. (Traversa)
5. Work with school principals and other responsible for planning special school trips and activity trips.
6. Act as liaison with parents for complaints and special requests
7. Maintain positive relationships with the building administration, parents, other staff and students in the buildings.
8. Complete and submit all reports required by the State, Federal government, and the Board of Education.
9. Receives and processes time sheets for all transportation personnel monthly.
10. Receives telephone calls from parents and district staff; resolves problems and concerns in a positive manner.
11. Communicates with bus drivers and transportation office during regular route runs.

12. Communicate with the Department of Special Education to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA)
13. Recruit, train, supervise, and evaluate Transportation personnel and make recommendations related to employment and termination.

**TERMS OF EMPLOYMENT:**

Number of days and compensation based upon board approved salary schedule and the employee work calendar.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified or support personnel.