**INDIAN PRAIRIE COMMUNITY UNIT SCHOOL DISTRICT 204**

**JOB DESCRIPTION**

**TITLE:** TRANSPORTATION COORDINATOR

**SUMMARY:** Perform duties to plan, develop and revise safe, efficient and cost effective bus routes and schedules for both regular education and special education busses. Responsible for the management of the routing software system.

**ESSENTIAL JOB FUNCTIONS:**

1. Plan, develop and revise all bus routes, maps and schedules for regular and special education transportation. Analyze and adjust to maximize safety and efficiency to minimize costs.
2. Regularly communicate bus route information to the transportation contractor, schools and parents.
3. Coordinate Special Education bus routing needs with Student Services Department.
4. Coordinate all out-of-district transportation with outside personnel.
5. Coordinate and assist in scheduling field trip and athletic trip requests with transportation contractor.
6. Prepare correspondence, reports and record such as the DCFS Foster Care Transportation Plan, driver reprimands, removals and requests by district administration.
7. Assist in the collection of the annual route surveys and student counts.
8. Assist in the development and posting of all route packages for bid purposes.
9. Gather criteria necessary for the development of school district maps for program implementation (i.e. street address, speed limits, traffic hazards).
10. Manage and maintain the transportation routing software. Ensure that the system communicates with the District student information system and the transportation contractor.
11. Routinely add and remove students to bus routes, taking into account any special needs of each student.
12. Routinely review and respond to service requests using the district software.
13. Review the transportation bills, makes corrections and ensure accuracy of accounting.
14. Review and access liquidated damages on contractor performance issues.
15. Maintain records for McKinney-Vento invoices and ensure accurate billing between districts.
16. Maintain a current control log for all routes showing times, routes available, etc.
17. Maintains district transportation procedures related to approved transportation routing exceptions.
18. Collaborate with the transportation contractor dispatch as necessary.
19. Collaborate with county and city administrators regarding road closures that may affect bus routes.
20. Provide system training to district staff as necessary.
21. Participate in ongoing professional growth and development.

Perform other duties as assigned.

**SKILLS, KNOWLEDGE, ABILITIES:**

1. Knowledge of Illinois State Traffic Code, school bus operational policies and standard safety procedures.
2. Knowledge of basic transportation routing software.
3. Ability to describe problems and work orally or in writing to supervisor as required.
4. Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
5. Ability to carry out instructions furnished in written or oral form.
6. Ability to add, subtract, multiply and divide, and perform arithmetic operations.
7. Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Outlook, electronic mail).
8. Ability to problem solve job-related issues.
9. Ability to work with a diverse group of individuals.
10. Ability to process paperwork accurately according to standardized procedures.
11. Ability to maintain confidentiality of information regarding students and others.
12. Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
13. Demonstrate organizational and time management skills.
14. Demonstrate knowledge of office management procedures.

**EDUCATION/CERTIFICATION/QUALIFICATIONS PROFILE:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying.

Typical qualifications would be equivalent to: 2 years of college and 3 years of experience

Successful experience in school transportation routing procedures and methods.

Possess and maintain Illinois School Bus Permit – CDL preferred

**EQUIPMENT:** Use general office equipment and personal computer

**WORK ENVIRONMENT:** Work in standard school building environment.

**PHYSICAL ABILITIES:** Works in standard office and school building environments.

**TRAVEL REQUIREMENT:** Travel between schools may be required.

**SUPERVISOR:** Director of Support Services

**WORK CALENDAR:** 1000

**FLSA STATUS:** Non-Exempt

**JOB CATEGORY:** Non-Bargaining

Revised March, 2020

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPCA and Non-Bargaining Unit Goal Setting Document**

**Goal Setting:**

My professional goal(s) for the school year is/are in reference to number(s) \_\_\_\_\_on the evaluation instrument for my job classification. Growth in this/these area(s) will be evidenced by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further definition of goal area(s):**

**(To be completed by the supervisor/administrator as needed)**

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Bargaining Employee Evaluation and Goal Employee’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Form Employee’s ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indian Prairie School District #204 Conference Date:­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: Transportation Coordinator

This form is used by supervisors of non-bargaining staff members who are working in part-time or full-time positions with the Indian Prairie School District #204. The non-bargaining employee’s immediate supervisor may complete the form. If the employee’s immediate supervisor is not a District administrator, the administrator who supervises the program or areas in which the classified employee works must sign the form. The employee must be provided with a copy of the signed and completed evaluation.

**Key:**

(P) Proficient—indicates that the numbered statement is true

(E) Emerging—points to growth needed in the area; the rating includes a comment

(U) Unsatisfactory—requires a comment which defines the area of concern and expectations for improvement

(NA) Not Applicable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | P | E | U | NA | Comments |
| 1. Plan, develop and revise all bus routes/maps/schedules for Regular and Special Education Transportation. Analyze and adjust to maximize safety and efficiency to minimize costs. |  |  |  |  |  |
| 2. Regularly communicate bus route information to the transportation contractor, schools and parents. |  |  |  |  |  |
| 3. Coordinate Special Education bus routing needs with Student Services Department. |  |  |  |  |  |
| 4. Coordinate all out-of-district transportation with outside personnel.  |  |  |  |  |  |
| 5. Coordinate and assist in scheduling field trip and athletic trip requests with transportation contractor.  |  |  |  |  |  |
| 6. Prepare correspondence, reports and record such as the DCFS Foster Care Transportation Plan, driver reprimands, removals and requests by district administration. |  |  |  |  |  |
| 7. Assist in the collection of the annual route surveys and student counts. |  |  |  |  |  |
|  | P | E | U | NA | Comments |
| 8. Assist in the development and posting of all route packages for bid purposes.  |  |  |  |  |  |
| 9. Gather criteria necessary for the development of school district maps for program implementation (i.e. street address, speed limits, traffic hazards). |  |  |  |  |  |
| 10. Manage and maintain the transportation routing software. Ensure that the system communicates with the District student information system and the transportation contractor.  |  |  |  |  |  |
| 11. Routinely add and remove students to bus routes, taking into account any special needs of each student. |  |  |  |  |  |
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| 13. Review the transportation bills, makes corrections and ensure accuracy of accounting. |  |  |  |  |  |
| 14. Review and access liquidated damages on contractor performance issues |  |  |  |  |  |
| 15. Maintain records for McKinney-Vento invoices and ensure accurate billing between districts. |  |  |  |  |  |
| 16. Maintain a current control log for all routes showing times, routes available, etc. |  |  |  |  |  |
| 17. Maintains district transportation procedures related to approved transportation routing exceptions. |  |  |  |  |  |
| 18. Collaborate with the transportation contractor dispatch as necessary. |  |  |  |  |  |
| 19. Collaborate with county and city administrators regarding road closures that may affect bus routes. |  |  |  |  |  |
|  | P | E | U | NA | Comments |
| 20. Provide system training to district staff as necessary |  |  |  |  |  |
| 21. Participate in ongoing professional growth and development. |  |  |  |  |  |

**Additional comments as needed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The employee’s signature on this form does not necessarily mean that he/she agrees with this evaluation. The employee may submit a written statement about this evaluation to the Assistant Superintendent for Human Resources within ten (10) days of receiving this evaluation.) The written response will be attached to the evaluation form prior to placing it in the employee’s personnel file.