Transportation Coordinator

Rev Jan 2026

Reports to: Director of Transportation

Status: Exempt

Dept./Campus: Transportation

Paygrade: 510

Term: 239 Days

PRIMARY PURPOSE:

Coordinate districtwide routing and dispatching for diverse student populations, optimizing resource allocation to guarantee the safe, timely, and cost-effective delivery of pupil transportation services. Facilitate calm, impartial communication under pressure while managing competing priorities in a fast-paced transportation environment.

MAJOR RESPONSIBILITIES AND DUTIES

- **Duties & Responsibilities**
  - Layout and schedule all district bus routes in accordance with the Texas Education Agency (TEA) guidelines. Ensure that all changes or additional bus runs are consistent with district policies, guidelines, and procedures.
  - Assign bus drivers, bus routes, vehicles, and bus driver substitutes for morning and afternoon shifts.
  - Post route schedules and state required route descriptions.
  - Post route schedules and state required descriptions. Ensure that an accurate description of morning and afternoon route is carried on each bus.
  - Process requests and arrange for extracurricular transportation as it relates to Special Transportation.
  - Prepare and update district maps showing areas served by each bus. Distribute maps to district schools and the public as directed.
  - Assist in training related to student transportation in partnership with the Supervisor of Fleet and Training.
  - Plan for district growth using demographer studies and knowledge gained.
- **Communication**
  - Dispatch drivers and vehicles as dictated by department needs.
  - Notify bus drivers, parents, and school personnel of any changes in a student's bus service such as an address change, change in pick-up and drop-off location, change in time, or bus change.
  - Help campuses to place new students on buses and advise bus drivers of new or dismissed students.
  - Maintain effective rapport with the general public and address any problems or concerns in a prompt and courteous manner,
  - Respond to complaints about transportation services and address issues when appropriate.
  - Respond to escalated situations related to Special Transportation.
  - Redirect calls to appropriate transportation personnel as needed.
  - Follow district safety protocols and emergency procedures.

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- **Other**
  - Serve as substitute bus driver or bus monitor as dictated by department needs.
  - Attend meetings as required by department.
  - Participate in an on-call rotating schedule.
  - Follow district safety protocols and emergency procedures.
  - Perform other duties as assigned by the Director of Transportation.
  - Maintain confidentiality of all information.

SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate the performance of Bus Drivers/Bus Monitors and other assigned employees.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED required. Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements. Prior supervisory experience preferred. Two years of experience as a certified school bus driver.

Knowledge/Skills/Abilities:

- Ability to facilitate calm, impartial communication under pressure while managing competing priorities in a fast-paced environment
- Ability to use software to develop and maintain training programs and fleet maintenance program
- Ability to read, interpret and understand documents including policies and procedures manuals
- Ability to receive and give written and verbal instructions
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Effective professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Equipment; standard office equipment including computer and peripherals; school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher
- Prolonged sitting, frequent standing; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching
- Limited light lifting and carrying (15 pounds) on a daily basis.
- Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; regularly work irregular hours, and occasionally work prolonged hours; frequent district wide travel
- Maintain emotional control under stress