

Forsyth County Schools Job Description



Job Title: TRANSPORTATION FIELD COORDINATOR

FLSA Status: EXEMPT

Salary Schedule/Days: TRANSPORTATION/220 DAYS

Location/Department: TRANSPORTATION

Retirement Plan: TRS

POSITION SUMMARY

Supervise bus drivers and monitors by managing the operations of transportation services to assigned schools and areas. Ensure the safety and well-being of passengers when serving as a driver.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Valid commercial driver's license (CDL) Class B with Passenger & Safety (P&S) endorsements required within 60 days of employment.

Education, Experience, and Other Requirements:

- High School Diploma or state-approved High School Equivalency (HSE). Additional education preferred.
- Three (3) years of experience in transportation operations.
- Thorough understanding of transportation operating and safety procedures.
- Demonstrated supervision and leadership skills.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Ability to be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Supervise assigned school bus drivers and/or monitors; make recommendations concerning disciplinary actions necessary to correct and/or eliminate performance issues.
- Establish safe, efficient, and effective bus routes and stops that comply with local policies and procedures.
- Engage in consistent efforts to maintain a positive culture, climate, and morale in the assigned district and department.
- Manage daily operations of transportation services provided to assigned schools and areas.
- Provide instruction in proper use and handling of all transportation vehicles and equipment.
- Review accidents that occur on assigned routes, make reports and implement corrective action when driver performance is deficient.
- Develop and maintain a high level of familiarity/expertise with the roads, schools, and traffic flow patterns in the areas served.
- Inspect road conditions involved in bus routes; make follow-up recommendations for corrections.
- Train new drivers on assigned routes, effective student/behavior management techniques, pre and post trip inspections, monthly service requirements, and fueling.
- Assist in securing substitute bus drivers and monitors.
- Obtain data, maintain records, and otherwise provide requested information that supports the delivery of safe, orderly, and respectful transportation services.
- Communicate effectively with drivers, students, parents, school administrators, and supervisors on matters concerning transportation and work to resolve routine conflicts regarding requests and/or concerns.
- Serve as a liaison between district transportation personnel, Transportation Supervisors, and the Chief of Transportation; relay needs and instructions as required.
- Disseminate information on routes to transportation personnel and stakeholders.
- Complete required data entry, such as seating assignments, route assignments, student counts, route start times, and daily student assignments for new and relocated students, etc.
- Assist with emergencies and adjustments due to accidents, weather, breakdowns, or changes in school schedules..
- Perform other duties as assigned.

Reviewed By: MICHEL SATTERFIELD (APPROVED)

Date: 4/1/2025

Approved By: DERRICK HERSHEY

Date: 4/1/2025

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