



Gilmer County Schools Job Description

Job Title: Transportation Coordinator	Division/Department: District-Level
Reports To: Chief Operations Officer	Classification: Classified
Contract Work Days: 240	Pay Type: Salary-Exempt
Retirement: TRS	Adopted: October 2024

Position Summary:

The Transportation Coordinator oversees a system of safe and efficient school bus route planning and scheduling for student transportation to and from school and school activities.

Minimum Requirements/Qualifications:

- Proven capabilities in administration with knowledge/skills and experience in management of personnel.
- Demonstrated skills in written and verbal communications and record-keeping.
- Working knowledge of the public school transportation system.
- Preferred experience in school transportation management.
- Generally informed of regulation and laws governing exceptional education.
- Proficient in public relations.
- Ability to organize staff development/training and shop work.
- Proficient in Microsoft Word, Excel, and the internet.
- Required (or willing to obtain) valid Georgia Commercial Drivers License (B-SP) with no air brake restriction
- Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- Must be able to properly and consistently supervise students, particularly during emergency situations.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

Essential Duties and Responsibilities:

- Establish and manage systems to ensure that Board-owned vehicles, including buses, meet or exceed safety standards.
- Plan, organize, and implement routes and bus operations utilizing efficient and safe routes and equipment.
- Direct the professional training, assignment, and assessment of all transportation personnel.
- Develop and administer a transportation program to meet the instructional and extra-curricular needs of all students in Gilmer County.
- Investigate all accidents or hazardous situations and prepare appropriate reports/documentation.
- Advise the Superintendent on road hazards and inclement weather conditions.
- Manage and account for fleet system resources and all financial resources.
- Serve as liaison among transportation, district, and school administrators.
- Disseminate information on bus schedules to employees and the general public.
- Assist in preparing the annual budget.

- Perform and promote all activities in compliance with equal employment and nondiscrimination policies.
- Recommends mechanics, bus drivers, and other personnel for employment through personnel office.
- Interface with support personnel from software vendors to maintain program operation and accurate databases.
- Interface and assist Technology Department to ensure upgrades of transportation computer equipment.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature, and technical sources of information related to job opportunity.
- Ensure adherence to good safety procedures.
- Cooperates with the State Department of Transportation and insures compliance with policies and standards.
- Carry out duties in accordance with federal and state laws, Code of Ethics for Educators in Georgia, and established State and local School Board policies, regulations and practices.
- Communicate positively and effectively with students, parents or guardians, district and school personnel, and other stakeholders.
- Engage in ongoing communication and share instructional goals, expectations and student progress in a timely and constructive manner, using a variety of modes of communication as appropriate.
- Perform professionally and efficiently other duties and responsibilities as assigned.

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources.) It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.