

APPROVED

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George County School District

Transportation Coordinator Job Description

GC SCHOOL BOARD

Job Purpose

- Plan, control, and direct all operations of the Transportation Department.
- Provide safe, efficient, and economical pupil transportation services that support the district's educational goals while ensuring compliance with Mississippi Department of Education (MDE) regulations and applicable federal and state laws.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of federal and state laws and regulations governing public school transportation and safety.
- Knowledge of data information systems, routing software, GPS platforms, and state reporting databases.
- Ability to design, implement, and evaluate complex bus routing systems to maximize efficiency and minimize ride times.
- Knowledge of budget preparation, expenditure monitoring, procurement procedures, and fleet replacement planning.
- Ability to recruit, supervise, evaluate, and provide professional development for transportation personnel.
- Ability to develop and implement department projects and long-range improvement plans.
- Strong verbal and written communication skills, including the ability to effectively address students, parents, staff, community members, and law enforcement agencies.
- Ability to manage multiple priorities and meet conflicting deadlines.
- Ability to investigate transportation incidents, analyze data, and implement corrective action plans.
- Ability to engage in self-evaluation to promote leadership growth and departmental improvement.

Minimum Qualifications

- Bachelor's degree in Business Administration, Logistics, Public Administration, or a related field preferred.
- Minimum of five (5) years of experience in transportation management, logistics, or school district transportation administration preferred.
- Previous administrative or supervisory experience preferred.
- Mississippi School Bus Administrator Certification (or eligibility to obtain); MDE Licensure 486 preferred.
- Valid Mississippi driver's license; Commercial Driver's License (Class B) with Passenger (P) and School Bus (S) endorsements preferred or required based on district needs.
- Must qualify under the district's insurance carrier when operating a district vehicle.
- Must pass all required background checks, fingerprinting, and drug/alcohol screenings.
- Meet all additional requirements established by the school board and administration.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Direct and supervise all Transportation Department operations and personnel, including drivers, mechanics, and office staff.
- Recommend applicants for employment and conduct supervision, evaluation, and ongoing training of transportation employees.
- Develop, coordinate, and adjust all bus routes and schedules, including regular routes, special education routes, field trips, and inclement weather adjustments.
- Ensure compliance with all governmental regulations and district policies affecting transportation operations.
- Oversee preventative maintenance programs, state-required bus inspections, and accurate maintenance documentation.
- Develop specifications for new buses and recommend short- and long-range fleet replacement and site improvement plans.
- Manage the department budget, approve expenditures, monitor fuel usage, and oversee procurement of parts and equipment.
- Lead investigations of transportation-related accidents or incidents and complete all required reports to appropriate agencies.
- Maintain working relationships with local, state, and federal agencies, including coordination with county officials regarding road and safety conditions.
- Collaborate with schools to maintain safe loading zones and support student transportation safety initiatives.
- Oversee required drug and alcohol testing programs for CDL holders.
- Prepare and submit all required transportation reports to the Mississippi Department of Education.
- Represent the district in transportation-related meetings and professional engagements; limited travel may be required.
- Coordinates directly with the Director of Operations on all major personnel matters and significant district-level decision-making.
- Perform other duties as assigned by the Superintendent or designee.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Superintendent or Designee

Supervises: Transportation Employees

Terms of Employment: Contract / 240 Days

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Employee's Printed Name

Employee's Signature & Date

Supervisor's Signature & Date