

## CHANDLER UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

**CLASSIFICATION:** TRANSPORTATION SUPPORT  
**TITLE:** TRANSPORTATION OPERATIONS II  
**CALENDAR:** OPERATIONS COORDINATOR II  
**SALARY:** GRADE 15

**Job Goal:** To provide our students with the knowledge, skills and attitudes to become life-long learners and responsible citizens by: Planning and coordinating school bus routes, schedules and bus stops for students requiring transportation.

#### **Minimum Qualifications:**

- High school diploma or equivalent
- Two years or more driving experience in student transportation
- Thorough knowledge of and ability to maintain up to date information of the Chandler Unified School District geographic area desired
- Ability to read, analyze and give clear instructions from area/city maps
- Satisfactory criminal background check
- Good communication and good human relations skills
- Successful driving record for the past five years
- Arizona commercial driver's license and current State bus driver's certification
- Ability to manage multiple projects or assignments
- Good computational skills
- Ability to operate standard business equipment, including computer
- Knowledge of computer programs including word processing, data base programs and versatrans
- Knowledge of and adheres to all policies, regulations and procedures
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift, carry, push, pull, or otherwise move objects
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

#### **Core Job Functions:**

- Work with a large cross section of people in a professional and non-judgmental manner, being a positive role model to others
- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Overall leadership of routing, trips and subbing
- Be responsible, reliable and punctual
- Maintain courteous relationships with students, staff, parents and treating others with respect
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills

- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Participate in student's daily school experience in a constructive and appropriate manner
- Contribute toward productive, efficient operation
- Serve as back-up dispatcher, driver or attendant when needed (see job description)
- Coordinate with parents, administrators, city officials and others as needed to resolve conflicts
- Assist in planning transportation services for the district which includes serving on planning committees and attending district meetings when requested
- Be flexible and perform other duties relating to general job function as assigned by the Director of Transportation
- Plan all daily bus routes, schedules and bus stops with computer routing software
- Maintain necessary transportation records and files, compiling data and completing then filing the annual transportation routing report with the State
- Perform all duties in a safe and prudent manner as directed
- Follow district policies as outlined

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner