



REVISED  
7/1/2024

SUBMITTED:  
6/25/2025

<b>JOB TITLE:</b>	COORDINATOR FLEET
<b>DIVISION:</b>	OPERATIONS
<b>SALARY SCHEDULE/GRADE:</b>	II, GRADE 7
<b>WORK YEAR:</b>	AS APPROVED BY THE BOARD
<b>FLSA STATUS:</b>	EXEMPT
<b>JOB CLASS CODE:</b>	
<b>BARGAINING UNIT:</b>	CLAP

<b>SCOPE OF RESPONSIBILITIES</b>
Coordinates aspects of non-school bus pupil transportation throughout the school District. Requirements include all District programs which qualify students for transportation.
<b>PERFORMANCE RESPONSIBILITIES &amp; EVALUATION CRITERIA</b>
Coordinates and supervises all aspects of pupil fleet transportation to ensure safe and economical fleet transportation of District students to and from school on a daily basis
Develops, implements, and updates District fleet route system
Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled fleet routes are completed daily
Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Driver's License
Oversees daily fleet operations and coordinates with compound staff in proficient use of District computer programs
Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies
Coordinates scheduling of non-school bus fleet for maintenance to ensure safe transportation for District students
Provides effective communication with parents, students, community organizations, news media and District personnel
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on district needs
<b>PHYSICAL DEMANDS</b>
This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.
This position requires the following physical activities occasionally (up to 50% of the workweek): driving, balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek)
<b>MINIMUM QUALIFICATIONS</b>
High School Diploma or G.E.D.
Three (3) years of experience in pupil transportation activities
Valid driver's license
Effective written and verbal communication skills
Ability to develop and utilize computer data for transportation
<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of all school system policies and procedures
Knowledge of Federal and State Pupil Transportation guidelines
Experience in a diverse workplace
<b>FOOTNOTE</b>

