



AVON COMMUNITY SCHOOL CORPORATION

7203 E. US Highway 36 – Avon, IN 46123 – Ph: 317-544-6000 – Fax: 317-544-6001
www.avon-schools.org

JOB DESCRIPTION

Title of Position: Transportation Coordinator

Primary Job Functions: Reporting to the Director of Transportation, the Transportation Coordinator oversees daily operations, ensuring safe and efficient transportation services for the district. Key responsibilities include supervising drivers and garage staff, coordinating compliance activities such as inspections and training, supporting recruitment and retention efforts, and managing both general and special education routing. The role also involves assisting with student behavior management, overseeing McKinney Vento and activity transportation, and handling key inventory. As the backup for the Director, the Coordinator is a liaison among staff, assists in emergency responses, and represents the district in transportation-related matters.

Salary Lane: Starting compensation \$75,000/annually

Assigned Workday Calendar: 260 days

Status: Full-Time (40 Hours per Week)

Schedule: Monday – Friday

Benefits:

Eligible for medical, dental insurance as well as supplemental benefits such as vision, life insurance, disability, etc. Eligible for PERF Retirement.

Paid Time Off Benefits: Eligible

Holiday Pay: Eligible

Qualifications:

- **Education:** Associate's or Bachelor's degree in logistics, transportation management, business administration, or a related field.
- **Skills and Knowledge:** Familiarity with state and federal regulations, such as drug testing requirements, vehicle inspections, and IDOE guidelines. Comfortable using transportation management software, databases, and Microsoft Office Suite (Excel, Word).
- **Experience:** At least 3-5 years of experience in school transportation, logistics, or a related field, with 1-2 years in a supervisory or leadership role.
- **Certification:** Commercial Drivers' License Preferred
- **Other:** Ability to maintain a positive relationship with students, staff, parents, and the community.

Essential Functions:

- Steps in for the Director of Transportation as required.
- Supervises and evaluates bus drivers, substitute bus drivers and, and transportation mechanical staff.



AVON COMMUNITY SCHOOL CORPORATION

7203 E. US Highway 36 – Avon, IN 46123 – Ph: 317-544-6000 – Fax: 317-544-6001

www.avon-schools.org

- Assists with planning and coordinating annual inspections as well as random drug testing.
- Assists in recruitment and onboarding of bus drivers, substitute drivers, and bus assistants.
- Establishes recognition and incentive programs to retain staff.
- Assists in maintaining accurate employee records in accordance with IDOE guidelines.
- Assists with supervision of routing for both general and special education.
- Responsible for establishing new processes and procedures and assisting with updates to employee handbook.
- Responsible for monitoring employee completion of trainings/certifications.
- Maintains accurate records and reports regarding student data (warnings, suspensions, etc..)
- Provides training and support for bus drivers regarding student behaviors issues including pulling bus videos.
- Provides guidance to drivers on bus management (behavior plans, riding routes, etc..)
- Assists on weather-related delays or other emergency school closings.
- Oversees McKinney Vento and car service transportation.
- Oversees field trips, after school, and activity bus planning.
- Oversees key and radio control inventory.
- Serves as district representative on all bus accidents.
- Serves on District related Committees as appointed by Director of Transportation.
- Other duties as assigned by Director of Transportation.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, and use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb, balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and the ability to focus.

Avon Community School Corporation does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, sexual orientation, genetic information, or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Avon Community School Corporation also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Ms. Kristin Williams
Director of Human Resources
7203 E. US Highway 36
Avon, IN 46123
(317) 544-6000