



CITY OF CAPE CORAL
Established Date: Apr.14,2009
Revision Date: Mar 6, 2025

Charter School Transportation Coordinator

Class Code:
CHS179500

Bargaining Unit:
Non-Bargaining Employee
Calendar:11 Month
Position: 211 Days

SALARY RANGE

\$21.28 - \$29.79 Hourly
\$35,920.64 - \$50,285.52 Annually

GENERAL STATEMENT OF JOB:

The Charter School Transportation Coordinator oversees the safe, efficient, and effective operation of school bus routes and services. The incumbent is responsible for coordinating bus routes, managing daily bus driver assignments, and ensuring seamless communication between drivers, students, parents, and school staff. The role also involves data analysis, route planning, and emergency response coordination to maintain the highest standards of safety and service.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **Route and Area Management:** Recognize and recommend improvements for bus routes and loading areas and implement approved changes to optimize transportation services.
- **Record Keeping and Compliance:** Maintain and update all required records, including student surveys, route sheets, and documentation for route/stop changes, ensuring adherence to privacy and confidentiality regulations.
- **Driver Coordination:** Assign and coordinate daily bus routes for drivers, ensuring proper scheduling and communication of route changes.
- **Communication:** Effectively communicate with parents, school employees, and the public to foster positive relationships and resolve concerns related to bus routes, schedules, or service issues.
- **Data Monitoring and Analysis:** Track and analyze data related to bus arrival/departure times, student load, and other metrics to implement necessary routing and scheduling adjustments for safety and efficiency.
- **Route Change Coordination:** Facilitate communication and coordination of route and stop changes among drivers, supervisors, staff, schools, parents, and students to ensure smooth implementation.
- **Operational Support:** Dispatch drivers and vehicles, communicating instructions via telephone or two-way radio. Ensure clear, calm, and concise verbal transmissions during high-volume communication.
- **Emergency Response:** Assist bus drivers in emergency situations, providing information and

support as necessary.

- **Bus Operator Monitoring:** Monitor driver check-ins for both AM and PM runs, documenting bus operation activities, including delays, breakdowns, and student drop-offs.
- **Student Placement:** Assist with the placement of new students on buses and inform drivers of any new or dismissed students.
- **Problem Resolution:** Communicate with drivers about issues related to parents, students, and co-workers and assist in finding solutions to ensure a safe and efficient transportation system.
- **Radio System Maintenance:** Manage the two-way radio system to ensure constant communication with drivers throughout the day.
- **Log Maintenance:** Maintain a daily log of bus operations, including breakdowns, student pickups, drop-offs, and parent interactions.
- **Safety and Route Concerns:** Report any safety concerns or route issues raised by drivers or parents to the appropriate Transportation Manager for follow-up.
- **Administrative Support:** Operate standard office equipment, including word processing and data management systems. Assist with answering department phones and performing clerical tasks as needed.

MINIMUM QUALIFICATIONS:

- **Education:** High School Diploma or GED required.
- **Experience:**
 - Experience with computer-assisted routing and scheduling.
 - Previous experience as a school bus driver preferred.
 - Knowledge of data management systems and excellent computer skills, including proficiency in Microsoft Word and Excel.
- **Certifications:**
 - CDL license with Passenger/School Bus (P/S) endorsement preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational and communication skills.
- Ability to manage multiple tasks and prioritize responsibilities effectively.
- Ability to maintain professionalism and composure in stressful or emergency situations.
- Strong problem-solving skills and the ability to exercise good judgment.
- Proficient with office software and data management tools.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary, with some unassisted lifting, carrying, pushing and/or pulling of lightweight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of

documentation, accounting, and applications.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/spatial aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor coordination: Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and/or hear: (Talking: expressing or exchanging information by means of spoken words. Hearing: perceiving nature of sounds by ear).

Environmental requirements: Tasks are generally performed with some exposure to adverse environmental conditions, e.g., dirt, cold, heat, rain, fumes.



City of Cape Coral

Charter School Transportation Coordinator

CLASS CODE	CHS179500	SALARY	\$15.54 - \$23.59 Hourly
ESTABLISHED DATE	April 13, 2009	REVISION DATE	August 17, 2021

GENERAL STATEMENT OF JOB

Individual(s) assigned to this classification must report to work per their assigned schedule.

Under the general supervision of the Charter School Authority Transportation Manager, the incumbent coordinates the daily route assignments of drivers, completes, and maintains required records within all areas of responsibility, and serves as the contact to the City of Cape Coral repair facility for driver documented vehicle issues and concerns.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Recognizes and recommends needed changes for improving routes and loading areas and initiates such practices when authorized.
- Coordinates the daily route assignments of Bus Drivers.
- Completes and maintains required records within all areas of responsibility, including but not limited to, student surveys, route sheets and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.
- Serves as the contact to the City Fleet repair facility providing them with driver documented issues and concerns including the transport/delivery of fleet vehicles for inspection, repair, and/or maintenance.
- Communicates professionally and effectively with parents, the public and all school employees to ensure positive relationships are maintained while meeting all the goals of a safe, efficient transportation system.
- Monitors and analyzes data related to arrival, layover, and departure times of buses; student load data; and other information to ensure safety and efficiency to the transportation system.
- Coordinates stop and route change notifications with operators, staff, schools, parents, and students to ensure successful implementation.
- Performs the duties and responsibilities as school bus driver when needed.
- Performs related work and/or tasks as assigned that are consistent with the goals and objectives of the transportation department under the direction of the Transportation Manager.

(NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Class B CDL with P/S endorsement
- Excellent computer skills and/or office management preferred.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES

Understanding of routing and scheduling concepts, principles and procedures.

Knowledgeable of geographic area.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other individuals position interacts with.

Is skilled in both written and oral communications for effective expression and clarity.

Has knowledge of report and record maintenance principles and techniques.

Is able to effectively utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

MINIMUM STANDARDS REQUIRED

MINIMUM STANDARDS REQUIRED: The physical requirements of this position.

(Please check all boxes that apply)

Physical Requirement	Description	Percent of Time
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
Grasping	Applying pressure to an object with the fingers and palm.	30%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%

Pushing	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	30%
Repetitive Motion	Substantial movements (motions) of the wrists, hands and/or fingers.	20%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	70%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending the body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%