JOB DESCRIPTION

POSITION TITLE: Logistics Coordinator, Transportation	**JOB CODE:** 464F
DIVISION: Operational Support	**SALARY SCHEDULE:** Professional/Supervisory Support
DEPARTMENT: Transportation	**WORKDAYS:** 231
REPORTS TO: Director, Transportation	**PAY GRADE:** Rank I (NK09)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Manages, supervises, and assesses all aspects of the routing team and routing of regular and special education buses in accordance with all policies, procedures, and local, state, and federal regulations/guidelines.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or the equivalency required (2 years of similar level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement; however, the work experience years used for the degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: Minimum 5 years of analytical experience; routing software is preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; working knowledge of Microsoft Office suite with emphasis on Outlook, Word, and Excel; bus routing software knowledge, preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance. Work hours may vary throughout the year.
2.	Administration of routing software and all software updates, including, but not limited to, student data.
3.	Coordinates and oversees all routing in accordance with all GaDOE regulations and board policies.
4.	Prepares department's standard operating procedure documentation for software operations and data control.
5.	Coordinates and oversees driver run surveys within routing software.
6.	Research addresses, street names, and boundary lines for accuracy; assists parents, school, staff, citizens, superintendent's office, and central office personnel with school eligibility.
7.	Maintains current data for map files, geographic areas for enrollment analysis, and boundary maps for transportation and local administration, and provides reporting as required.
8.	Conducts trainings on routing software for staff as needed utilizing the software providers' training materials.
9.	Maintains backup of data files as needed for routing software.
10.	Updates sex offenders in routing software and reviews stops in association with location.
11.	Utilizes GPS software to ensure compliance of RR crossings and accurate route execution.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____