



## Transportation Coordinator - Job Description

### Purpose of Position:

The Transportation Coordinator manages all aspects of DMC's transportation program, ensuring the safe, efficient, and compliant travel of students and staff. This position oversees trip scheduling, vehicle maintenance, driver coordination, and compliance with all state and federal regulations. The coordinator maintains communication between drivers and school administration to support a dependable, student-centered transportation experience. This position coordinates transportation for student activities, field trips, and school events; DMC does not operate regular bus routes.

### Position:

- Part-time, calendar year
- Hourly, non-exempt
- The weekly schedule is approximately 20 hours per week, typically Monday through Friday, with occasional weekend hours as needed to support transportation needs.
- Part-Time Benefit Eligible
- Work location - Primary location is the DMC Timberline Campus at 13007 Douglas Parkway in Urbandale. Our buses are parked at DMC's new campus, a mile north, and this role will also work at the north campus accordingly.

**Reports To:** Director of Safety and Security

**Direct Reports:** Bus Drivers

### Qualifications:

- High School Diploma or equivalent required.
- Commercial Driver's License - Class B with Passenger and School Bus endorsements.
- Knowledge of Iowa's school bus regulations and policies.
- Must be able to pass all required background checks, medical certifications, and training.
- Knowledge of automotive mechanics with the ability to perform basic maintenance and repairs. .
- Regularly lift up to 25 lbs and occasionally up to 50 lbs.
- Acceptable driving record as defined by DMC policy and applicable state and federal regulations.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

### Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children and families with a heart for service and mission.
- Demonstrates spiritual leadership, integrity, and discretion in all matters.
- Utilizes critical thinking and problem-solving skills to make sound decisions under pressure and with minimal supervision.
- Demonstrates effective verbal and written communication skills and adapts communication style to suit different audiences.
- Demonstrates attention to detail and strong organizational skills.



- Dependable, flexible, and adaptable, able to respond effectively to changing schedules and needs.
- Maintains positive, effective relationships with employees, colleagues, and community partners.

### **Responsibilities:**

#### **Scheduling, Coordination, and Communication**

- Coordinates transportation and schedules bus drivers for field trips, athletics, extracurricular activities, and special events.
- Develops, maintains, and adjusts DMC fleet schedules and trips to ensure the timely arrival and dismissal of students.
- Maintains accurate records of student ridership, vehicle maintenance, and driver assignments.
- Monitors daily transportation operations to ensure efficiency, punctuality, and adherence to policies.
- Serve as the primary point of contact for transportation-related inquiries.
- Communicates trip changes, delays, and safety updates promptly and professionally.
- Collaborates with the school's administrative and operations teams to align transportation needs with the academic calendar and student programming.
- Supports positive relationships with contracted transportation providers, as applicable.
- Oversees the Volunteer Driver Application process.

#### **Fleet Maintenance, Safety, & Compliance**

- Ensures all transportation activities comply with federal, state, and local regulations, including Department of Transportation (DOT) and school policies.
- Maintains up-to-date driver certifications and compliance records for all bus drivers.
- Conducts periodic inspections, completes routine cleaning and maintenance, and schedules repairs for all school-owned vehicles to ensure safety and reliability.
- Trains staff on emergency procedures for transportation-related incidents.

#### **Administrative & Financial**

- Manages transportation budget, tracks and submits expenses, and assists with cost analysis and forecasting, including vehicle replacement planning.
- Maintains and updates transportation management systems, logs, and reports.
- Sends and reviews customer feedback forms after trips.
- Coordinates data and files transportation reimbursement reports twice a year.
- Supervises bus drivers.
- Collaborates with Human Resources and the Director of Safety and Security to recruit and hire bus drivers.
- All other duties as assigned.