



TRANSPORTATION COORDINATOR POSITION DESCRIPTION

Position Title	Transportation Coordinator
Location	MSHS, ES, ECC
Reports to	CEO Assistant
Subordinates	xxx

The Transportation Coordinator should be skilled in the following duties:

- Respond to and communicate with routine internal and external inquiries with school departments.
- Oversee the facilities manager in managing security and bus drivers that relate to all school transportation.
- Create written (English and Vietnamese) operational procedures manuals for student transportation safety procedures.
- **Set up written handbook procedures for driver, driving assistant, and security.**
- Regular check-in's with principals that make sure each school needs are being met.
- Responsible for dealing and calling with parents, teachers, and students for any issues or concerns related to school transportation.
- Coordinate school bus transportation to meet the school safety standards.
- Be able to improve bus route efficiency.
- Create bus/transportation routines for sport's transportation, after school bus transportation.
- Responsible for driver/driving assistant recruitment and training.
- Any other duties that are requested by the administrative team.

Key Skills

- Organization.
- Communication skills: language: English and Vietnamese.
- Emotional Intelligence and responsiveness.
- Interpersonal skills.
- Problem-solving.

Technical skills

- Proficiency in especially Excel and(or) Google programs (forms, sheets,
- Proficiency in MS office

- Understanding of Microsoft Access and CRM (customer relationship management) vs SIS software

Overall Skills

- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Requests input from others to work towards a more effective outcome.
- Likes to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; selfmotivation; well organized.