

Job Title: Transportation Maintenance Coordinator

Department: Program

Reports to: Dave Black

Effective Date: November 2023

Status: Non-Exempt

Supervises: No

Job Summary:

Oversees and coordinates repair and maintenance of center vehicles.

Duties/Responsibilities:

- Prepare weekly schedule of bus routes.
- Fill vacancies in schedule with qualified program staff.
- Conduct in-service training for transportation staff.
- Communicate safety rules and regulations, policies, and procedures to staff.
- Comply with all procedures as they relate to accidents and reports information to appropriate parties within a 24-hour period.
- Act as the contact individual for the vehicle insurance company for accident reporting.
- Monitor vehicle transponders for speeding violations and follow up with managers.

- Works with outside vendors to coordinate and arrange maintenance and repairs of all center vehicles.
- Maintains and updates all vehicle maintenance records.
- Coordinates with outside vendors to schedule standard vehicle maintenance (oil changes, etc.).
- Monitor database for new maintenance reports and resolve or escalate.
- Troubleshoot vehicle maintenance issues.
- Maintains a clean and safe mode of transportation for individuals.
- Conducts safety checks weekly on all center vehicles.
- Spot checks vehicles using pre and post trip checklists.
- Spot checks pre and post trip vehicle checklists for accuracy.
- Works with outside vendors to
- Reports and major repairs needed to vehicles to Supervisor.
- Available to cover for drivers on morning and afternoon routes as needed.

Required Skills/Abilities:

- Working knowledge and experience with small buses (15 passenger) and vans.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

- Functions independently 80% of the time.

Education and Experience:

- High School diploma or equivalent.
- Extensive experience with vehicle maintenance.
- Mechanic certification a plus.

Physical Requirements:

- Ability to maneuver in and around a vehicle.