



**OCAB COMMUNITY ACTION AGENCY
JOB DESCRIPTION**

Program: Head Start	Position: Transportation Coordinator
Grade:	Reports to: Education Manager
Supervises: 0	
Executive Director's Approval: _____	Approval Date: _____

Summary: Responsible for maintaining compliance with State and Local Government regulations as it relates to transportation, training of CDL drivers, and ongoing vehicle maintenance.

DESCRIPTION OF DUTIES: The role of a Transportation Coordinator is to support the work of transportation services for the Head Start department. The Transportation Coordinator manages the daily operations of the four county areas. The coordinator communicates with agency administrators, parents, and other departments in order to establish bus routes and stops. The Transportation Coordinator works to ensure all drivers are trained and follow all local, state, and federal regulations as it relates to the Head Start requirements. The Coordinator will monitor budgeted transportation costs, evaluate systems, maintain accurate records, and report driver certification and training, and other assigned duties.

QUALIFICATION: A minimum high school education is required; with training in management. Prior transportation experience of a minimum of 1-2 years is preferred. Experience, as well as supervisory and/or leadership experience, is required. Must, possess a South Carolina Commercial Driver's License.

MINIMUM WORK EXPERIENCE: Applicant must have experience in transportation delivery, management, and/or staff training. He/she must have the ability to transfer knowledge as a trainer.