

FLSA Status: Full-Time; Exempt
Prepared By: Jessica Nolte
Job Title: **Transportation Fleet Coordinator**
Reports To: Facilities & Transportation Manager
Prepared Date: 2/2026

Summary:

The Transportation Fleet Coordinator is responsible for overseeing the daily operations, maintenance, and compliance of the Positive Tomorrows transportation fleet. This includes managing vehicle inspections, supervising transportation staff, ensuring safety standards are maintained, and coordinating logistics to support student transportation needs.

Essential Duties and Responsibilities:

- Report on time daily at 9 am; Shift ends at 5:30 pm after returning from route
- Drives evening and occasional morning routes, as needed.
- Must be willing to respond to emergency texts and calls, after hours.
- Provides or arranges for field trip transportation; assist with children as requested
- Pick up supplies/donations as needed
- Plan and implement bus and van maintenance schedules, cleanings and tag renewals
- Ensure all vehicles have sufficient fuel level and monitor Conoco gas card users
- Maintain vehicle cleanliness
- Schedule and monitor required inspections and preventive maintenance
- Supervise and evaluate drivers; coordinate DOT physical, permit test, and CDL training for new drivers needing to obtain CDL
- Maintain accurate records of vehicle maintenance, inspections, and repairs
- Administrate routing software; preparing efficient routes and coordinating with drivers
- Develop and implement safety protocols and training programs; manage incident reports from drivers, ensuring internal procedures are followed
- Respond to emergency vehicle breakdowns and field service calls
- Ensure proper licensing, registration, and insurance for all vehicles
- Pick-up mail daily
- Clean-up after lunch is complete (12:30 pm); including wiping tables, sweeping floor and trash removal to dumpster
- Provides recommendations to the President regarding school closures during inclement weather, including driving assigned routes to assess road conditions and ensure safe transportation operations
- Other duties as assigned

Knowledge, Skills and Abilities:

- Strong knowledge of vehicle maintenance, diagnostics, and repair.
- Proficiency in transportation routing software and Microsoft Office.
- Ability to plan, coordinate and follow-up with appointments.
- Ability to pivot with last minute changes.
- Strong leadership, organizational and communication skills.
- Attends work on time with regularity.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current CDL class A, B with passenger and school endorsements or willing to obtain CDL within 6 months of employment, while driving van
 - An individual must possess a Commercial Driver License (“CDL”) in order to legally drive and operate a school bus. CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. In fact, CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a “safety-sensitive” position. The U.S. Department of Transportation’s drug and alcohol testing regulations do not authorize medical marijuana use under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

Further, while Oklahoma employers may not make adverse hiring decisions based solely on an individual’s status as a medical marijuana license holder, an employer may make a hiring decision based on the fact that an applicant is not qualified for a certain position (i.e., school bus drivers must possess a valid CDL and provide a negative drug screening in order to be qualified). Finally, drivers who are required to have a CDL could be subject to random drug testing.

- Clean driving record
- 25 years of age or older
- Must be willing to respond to emergency texts after hours
- **Education/Experience:** High school diploma or G.E.D. and two years of relevant work experience
- **Language Ability:** Ability to effectively communicate and respond to managers, clients, customers, and the general public
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- **Computer Skills:** Must be proficient with routing software, Excel spreadsheets, and Outlook calendar and email tools
- **Supervisory Responsibilities:** This position will supervise drivers

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift and carry 25 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____