



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Transportation Coordinator

FLSA: Exempt

Class Title: Program Coordinator II

Range: 4

Reports to: Associate Director

Position Requirements:

Education and Experience: Associates degree (A.A.) or equivalent from two (2) year college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

Licenses Required: Commercial Driver's License, Class B with passenger endorsement.

Certifications Required: Certification (or willingness to obtain) in: First Aid and CPR.

Background Investigation Required: BI through the Bureau of Criminal Apprehension and search on NSOPW.

Knowledge: Knowledge of Federal and State Transportation rules and regulations; knowledge of operating an efficient transportation system; good communication skills. Knowledge of safe driving procedures and traffic laws. Knowledge of service area.

Abilities: Ability to train, motivate and supervise personnel; ability to set busing boundaries and routes Ability to communicate effectively both orally and in writing with funding sources, clients, co-workers, and the public.

Skills: Read, analyze and interpret State and Federal governmental regulations. Write reports, correspondence and present information to clients and Program Director. Problem solving skills, supervisory skills, and computer skills required.

Duties and Responsibilities:

Develop policies and procedures to meet all Federal and State transportation rules and regulations. Responsible for developing and managing a cost effective and efficient transportation system, including budget management of all service contracts; ensure that an accurate inventory of vehicle supplies is maintained; assists with the purchase of vehicles; responsible for establishing busing boundaries; scheduling bus routes; and, determines classroom schedules. Responsible for severe weather closing of centers. Responsible for the development and implementation of a bus learning curriculum; revise the transportation manual annually; supervise, train, and evaluate transportation staff; review and make recommendations on personnel action of the transportation staff, such as employment, promotion and termination; conducts training and assists drivers to qualify for Commercial Driver's License; responsible for development and implementation of policies and procedures for drivers drug and alcohol testing program; responsible for all child and parent bus safety training programs. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building. Must have a valid driver's license.

Posting Date: 8/5/2026

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: E. Grant

Status: Permanent/FT

Wage: \$20.21-\$22.23/Hour - DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.