

**Bus Coordinator/Head Start
New Hanover County Schools**

Job Description

Class: Classified
Dept: Transportation

TITLE: **Bus Coordinator**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Five years' experience as a bus driver.
3. Valid North Carolina driver's license with P and S endorsements.

REPORTS TO: Director of Transportation

JOB GOAL: To coordinate the transportation needs of elementary, middle, and high school students safely, efficiently, and economically.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Coordinate the scheduling and routing of school buses with dispatcher and support associate.
3. Recruit bus driver candidates, safety assistants and monitors; review applications and schedule training of qualified candidates. Ensure all Head Start drivers and the buses meet NC and Head Start requirements.
4. Assign bus drivers to routes best suited to the overall transportation needs.
5. Review bus routes and recommend changes to the dispatcher. Ensure routes are developed that limit time on the bus to one (1) hour or less, are centralized to transport the maximum number of students and are in areas with minimum traffic where possible.

6. Instruct bus drivers, safety assistants and monitors in safety procedures, practices of driving, loading and unloading students, and care of buses. Ensure star seats are properly installed on all Head Start buses, meet all regulations and are sized properly for the students.
7. Inspect assigned buses for cleanliness, condition of seats, mechanical and body condition, and vandalism.
8. Complete reports and keep records as required by state and local authorities. Ensure all drivers are trained and follow NC and Head Start protocol.
9. Conduct daily review of drivers' performance and punctuality. Conduct annual evaluations for each Head Start driver
10. Coordinate with Student Services to provide stable transportation for all homeless students.
11. Monitor the maintenance status of all assigned buses.
12. Work closely with Transportation Supervisor and route mechanic to ensure that all mechanical deficiencies noted by drivers are corrected.
13. Create positive relationships with local school administrators and parents of children who will use the transportation system.
14. Work with Activity Bus Coordinator to schedule drivers for field trips.
15. Manage payroll for drivers, monitors, safety assistants and support associates.
16. Oversee work of dispatcher and support associates.
17. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 69

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate knowledge of NC Public school, state, federal law and Head Start requirement as it pertains to school transportation.
- Ability to establish and maintain effective relationships and to interpret and apply established rules and regulations to principals, parents, and bus drivers.
- Demonstrate knowledge of record keeping and reporting techniques.
- Ability to understand and follow rules, oral and written instructions, and regulations.
- Ability to operate office machines.
- Ability to be trained to meet all Head Start requirements for drivers.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.