

**Activity Bus Coordinator  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Transportation**

**TITLE:** Support Associate VI

**QUALIFICATIONS:** 1. High School diploma or equivalent.  
2. Valid North Carolina driver's license and CDL.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To manage all activity bus scheduling, repair, and maintenance.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department
2. Determines who is eligible to receive transportation.
3. Determines who will be served, requesting agency, who is authorized, and who will pay for each trip.
4. Ensures the agency has proper insurance coverage and the extent of coverage required.
5. Determines the number of buses needed, the approximate cost of each trip, the route to be used and time frame for each trip.
6. Provides procedures to be followed if an accident or mishap occurs; provides drivers with emergency telephone numbers.
7. Invoices each agency and maintains accurate records.
8. Inspects each activity bus prior to and after each trip.
9. Ensures all buses are fueled prior to each trip.
10. Ensures every driver is licensed.

11. Is responsible for knowing: number of passengers and chaperones, purpose of trip, date and time of departure, departure point, pick up time and location, location of bus at destination, anticipated return time, and equipment, instruments, or supplies in addition to passengers.
12. Implements department and school board policies.
13. Performs 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 67

**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:**

- Ability to communicate clearly and concisely, both orally and in writing.
- Possesses skills in personnel supervision.
- Ability to operate independently in assigned administrative area.
- Ability to understand and carry out financial services functions.
- Demonstrates full knowledge of local, state, and federal motor vehicle laws, regulations, and rules.
- Ability to create and maintain good human relations with employees and staff personnel.
- Ability to schedule variable field trips.
- Ability to work with little supervision.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.