

SECTION: ADMINISTRATIVE SUPPORT STAFF

AREA: CLASSIFIED PERSONNEL

TITLE: ASSISTANT TRANSPORTATION COORDINATOR/TRANSPORTATION DISPATCHER

QUALIFICATIONS:

1. Minimum ten years of successful school transportation operational experience.
2. Knowledge of state laws and regulations governing student transportation.
3. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment.
4. Good driving record and a valid Class B CDL with passenger endorsement and no air brake restriction required.
5. Ability to plan, deal with the public, other district personnel and supervise others using patience, tact, and courtesy is required.
6. Have thorough knowledge of various transportation routing software.

REPORTING RESPONSIBILITY:

The Assistant Transportation Coordinator/Transportation Dispatcher reports directly to the Transportation Coordinator.

JOB GOAL:

To assist the Transportation Coordinator in overseeing the operation of the school transportation program and to ensure the safe and efficient transport of students to curricular and extracurricular activities.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel. (Group B)

PERSONAL EVALUATION:

The Assistant Transportation Coordinator/Transportation Dispatcher shall be evaluated in writing by the Transportation Coordinator at least once each year. The evaluation shall be based in part on the performance of responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Transportation Coordinator in the execution and management of the Bridgewater-Raritan Board of Education coordinated student transportation program, including but not limited to planning, budgeting, record keeping and routing, which will ensure the well-being, health, safety, and comfort of students, as well as the efficiency of the transportation program.

2. Serves as Dispatcher.
3. Assists in scheduling district-owned vehicles and district-employed drivers for the Bridgewater-Raritan Board of Education field trips and special activity transportation.
4. Assists in planning and implementing in-service programs pursuant to N.J.A.C. 6A:27 to upgrade the existing skills of bus drivers and assistants, and for training new transportation personnel.
5. Follows all state and district laws, policies, and regulations dealing with bus transportation procedures.
6. Assists in the development of specifications for vehicle and other transportation equipment purchases.
7. Assists the Transportation Coordinator as the Bridgewater-Raritan Board of Education liaison among schools, district drivers, and parents to facilitate an efficient transportation program and to resolve problems.
8. Assists in the development of the annual transportation budget.
9. Adheres to schedules.
10. Assists in the planning and implementation of an ongoing maintenance and inspection program of district-owned vehicles.
11. Notifies the appropriate administrators promptly in the event of vehicle breakdown or lateness for other reasons and remains available until situation is resolved.
12. Is thoroughly familiar with, and schedules, bus emergency evacuation procedures for each route.
13. Exercises responsible leadership in the event of an accident, reports accidents promptly, and fills out requisite reports.
14. Assists in the completion of all required transportation reports in conformity with local, state, and federal regulations.
15. Maintains an individual and permanent file on each board-owned vehicle as required by law and makes them available for inspection upon request.
16. In the event of the absence of the Transportation Coordinator, fulfills the duties of that position.
17. Assists in the development of a student safety education program pursuant of N.J.A.C. 6A:27.
18. Assists in resolving parental complaints and personnel issues.
19. Assists in the completion of the annual DRTRS.

Position Description approved: 12/18/12