

SECTION **CENTRAL ADMINISTRATION**

AREA **CLASSIFIED PERSONNEL**

TITLE: **Transportation Coordinator**

QUALIFICATIONS:

1. A minimum of one year experience in administering public school transportation.
2. Completion of county college transportation supervisor's course.
3. Alternative and/or additional qualifications which provide the following knowledge, abilities and skills:
 - a. Knowledge of laws, regulations, and procedures governing school transportation.
 - b. Ability to plan, develop, implement and keep current an effective and efficient transportation program for the district.
 - c. Ability to establish and maintain effective working relationships with administration, district staff, outside contractors, employers, and the general public.
 - d. Ability to express ideas effectively in oral or written form.
 - e. Ability to plan, develop and implement effective training programs for drivers.
 - f. Ability to effectively supervise office and other transportation personnel.
 - g. Knowledge of computerized routing and computer use.

REPORTING RESPONSIBILITY:

The Transportation Coordinator reports directly to the School Business Administrator/Board Secretary in accordance with the District Organizational Chart, Policy 2111.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Transportation Coordinator supervises the activities of the Transportation Office, and all transportation employees.

The Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart, Policy 2111.

JOB GOAL:

The Transportation Coordinator is responsible for all aspects of the school transportation system including planning, operating and supervising the transportation program. The position requires the exercise of considerable independent judgment, initiative, and discretion, based on a knowledge of administrative policy

and regulations. Cooperation with building principals, County Superintendent of Schools, and Transportation Director of New Jersey Department of Education is essential. The Transportation Coordinator must be familiar with procedures and New Jersey laws governing transportation of students.

TERMS OF EMPLOYMENT:

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

PERSONAL EVALUATION:

The Transportation Coordinator shall be evaluated in writing by the School Business Administrator 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. Consults and advises bus contractors in the following areas:
 - a. Selection, training, and supervision of school bus drivers.
 - b. Bus inspection program.
 - c. Policies regarding bus maintenance and replacement.
2. Assists in the development of board policy as it pertains to transportation.
3. Develops and enforces local school bus operating rules and practices.
4. Prepares bus route descriptions for bids, including athletic trips, late buses, field trips, etc.
5. Places and coordinates school bus routes and stops.
6. Develops in conjunction with school principals, safe, strict positions for pupil loading and unloading.
7. Works closely with Municipal and State Police Departments for the following purposes:
 - a. To identify critical areas needing safety enforcement.
 - b. To identify areas needing crossing guards or motor patrols.
8. Supervises, instructs, and is responsible for transportation employees of the Board.
9. Supervises bus mechanic and garage.
10. Meets with all bus drivers to suggest more efficient and effective ways to aid pupils, parents, teachers, principals, and administrators.
11. Supervises and directs all driver workshop and safety programs.

12. Evaluates yearly all drivers and personnel employed in the Transportation Department.
13. Oversees payroll records for accuracy for both regular employees and substitutes.
14. Controls all purchases and is responsible for all repair orders and all costs for each vehicle in the bus fleet.
15. Oversees the scheduling of all extra curricular activity bus trips.
16. Interviews and trains all new driver and mechanic applicants.
17. Investigates and makes necessary reports of all accidents.
18. Has complete knowledge of all rules and regulations both State and local pertaining to school bus transportation.
19. Prepares all reports for State Aid.
20. Maintains all records pursuant to special education and parochial transportation.
21. Prepares the monthly Transportation Addendum for the board meeting agenda and attends meetings when required.
22. Maintains a systematic inspection maintenance record for each vehicle:
 - a. Identification of vehicle, registration number, make and model, serial number, number of tires and their size and ply.
 - b. A record of inspection and repairs indicating their data and nature.
 - c. Lubrication record.
 - d. A systematic record of due dates of various inspection and maintenance operations to be performed.
23. Performs other duties and responsibilities incidental to the office or as assigned by the School Business Administrator/Board Secretary or designee.