



SECTION 6610
CATEGORY Non-Instructional
SUB-CATEGORY Transportation Coordinator

QUALIFICATIONS:

1. By July 1, 2021, successfully completed the School Transportation Supervisors Certification program or other certification program as designated by the Commissioner of Education.
2. A minimum of one year experience in administering public school transportation.
3. Clean driving record.
4. Valid class B CDL with passenger endorsement and no air brake restrictions preferred.
5. Knowledge of laws, regulations, and procedures governing school transportation.
6. Ability to plan, develop, implement, and maintain current an effective and efficient transportation program for the district.
7. Ability to establish and maintain effective working relationships with administration, district staff, outside contractors, and the general public.
8. Strong oral and written communication skills.
9. Ability to plan, develop, and implement effective training programs for drivers.
10. Ability to effectively supervise office staff and other transportation personnel.
11. Strong computer skills and knowledge of computerized routing programs.

REPORTING RESPONSIBILITIES

The Transportation Coordinator reports to the School Business Administrator/Board Secretary.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

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

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 office 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 non-bargaining contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.



PERSONAL EVALUATION

The Transportation Coordinator shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Superintendent of Schools, School Business Administrator/Board Secretary, and Assistant School Business Administrator at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

I. General Responsibilities

1. Performs the function of the position and ensures compliance school district policies and regulations
2. 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.
3. Assists in the development of Board policy as it pertains to transportation.
4. Develops and enforces local school bus operating rules and practices.
5. Works closely with municipal and State Police departments to identify critical areas needing safety enforcement, crossing guards, and/or motor patrol.
6. Maintains knowledge of all local and state rules and regulations pertaining to school bus transportation.
7. Prepares bus route descriptions for bids, including athletic trips, late buses, field trips, and any other transportation needs.
8. Oversees the scheduling of all extracurricular activity bus trips.
9. Completes and submits the District Report of Transported Students.
10. Maintains all records pursuant to special education and parochial transportation.
11. Assigns and coordinates school bus routes and stops.
12. Develops safe, strict positions for pupil loading and unloading in conjunction with school principals.
13. Supervises, instructs, and manages transportation staff.
14. Supervises the bus mechanic and garage function.
15. Meets with all bus drivers to suggest more efficient and effective ways to aid students, parents/guardians, teachers, principals, and other administrators.
16. Supervises and directs all driver workshop and safety programs.
17. Interviews and trains all new driver and bus mechanic applicants.
18. Evaluates all drivers and personnel employed in the Transportation Department at least once annually.
19. Oversees payroll records for accuracy for both regular employees and substitutes.
20. Controls all purchases and is responsible for all repair orders and all costs for each vehicle in the bus fleet.
21. Investigates and makes necessary reports of all accidents.
22. Prepares, as needed, the monthly Transportation Addendum for the Board meeting agenda and attends meetings when required.
23. Maintains a systematic inspection maintenance record for each vehicle including:



- a. Identification of the vehicle, registration number, make and model, serial number, number of tires, and their size and ply.
- b. Record of inspection and repairs indicating their data and nature.
- c. Lubrication record.
- d. Systematic record of due dates of various inspection and maintenance operations to be performed.

II. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2019 June 25