



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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**TITLE:** Transportation Coordinator

**REPORTS TO:** Director of Transportation

**QUALIFICATIONS:**

1. Bachelor's degree
2. A minimum of five years' school transportation experience
3. Valid New Jersey Commercial Driver's license, Class B, with passenger and school bus endorsements
4. Must be a minimum of 21 years of age with excellent driving record
5. Strong written and oral communication skills
6. Rutgers Transportation Supervisor certificate
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment

**GENERAL DESCRIPTION:**

The role of this position is to facilitate the transportation of pupils in a safe and efficient manner.

**ESSENTIAL JOB FUNCTIONS:**

1. Monitors communications between vehicle drivers and transportation office.
2. Assist the dispatcher as needed.
3. Prepares accident and injury reports in a timely and efficient manner.
4. Assigns all extra routes using appropriate guidelines as determined by the Director and collective bargaining agreement.
5. Assists the Director in the construction of routes and bus stops.
6. Helps make necessary route revisions that may be necessitated by student ridership changes.
7. Prepares extra payroll for submission to the Payroll Supervisor.
8. Imports and maintains records related to alternative bus stop requests.
9. Coordinates transportation for special services, including activities and work programs, daily.
10. Confers and consults with the Director in response to transportation related inquiries.
11. Maintains excellent working relationship with Police Department and Department of Public Works pertaining to: weather, road conditions, road closures and any motor vehicle accidents.
12. Coordinates with the Head Mechanic to determine vehicle assignment daily and during state mandated inspection schedules.
13. Assists the Director with the state DRTRS report and any similar or future state reporting.
14. Assists the Director with providing a comprehensive program of safety and driver training.
15. Drives uncovered routes when no other option is available.
16. Makes themselves available to transportation staff on weekends and evenings to facilitate concerns related to after-hours/weekend trips.
17. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

**WORK YEAR:** Twelve-month employee

DATE APPROVED: June 18, 2019  
APPROVED BY: Board of Education