

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – TRANSPORTATION COORDINATOR

QUALIFICATIONS

Possession of a high school diploma or equivalent.

Minimum of five years transportation experience or appropriate advanced training.

Possession of a valid Pennsylvania licensing for school bus driver.

Possession of an acceptable driving record for five years.

SKILL PREPARATION

Appropriate training for school bus driver, as well as supervision of other school bus drivers.

Knowledge of appropriate office procedures and practices.

Ability to operate computer and related software.

Exhibits superior level of ability in organizational and interpersonal skills.

Knowledge of State and Federal transportation reporting requirements.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Superintendent for the completion of all appropriately assigned duties with accuracy, professionalism, and confidentiality.

Perform a variety of duties in handling and organizing transportation and activities for the School District.

Serve as liaison between the Lampeter-Strasburg School District and the contractor(s) providing transportation services to the District.

Supervise District van drivers.

Exhibit excellent customer service skills establishing and maintaining effective working relationships with students, parents, employees, and bus drivers.

Coordinate daily transportation routes, vehicle usage, drivers needed, etc., and communicate information appropriately.

Schedule use of District activity vans and communicate schedule to staff.

Coordinate the preparation and distribution of all required data to bus/van drivers.

Collect monthly mileage reports for contracted routes and daily mileage readings for District vans.

Serve as liaison with private schools in all appropriate matters.

Communicate with parents of private school children as needed to ensure the safe and efficient transporting of their children.

Establish all bus routes for the safe and efficient transporting of all public and private school children.

Coordinate the transportation of special education students with Intermediate Unit 13, as needed.

Represent the District at Intermediate Unit 13 meetings of transportation coordinators and PASBO meetings.

Maintain accurate student bus information by established District methods.

Contact and communicate transportation data to parents of children new to the District and provide information to District buildings using established methods.

Set dates and conduct all District emergency bus drills.

Transport students, as needed, to and from school in District-owned bus, and provide transportation, as needed, for appropriate field and athletic events.

Collect data, calculate information, and complete all State and Federal reports.

Discharge all other assignments properly delegated by the Assistant Superintendent.

EVALUATION

Evaluation will be conducted annually by the Assistant Superintendent in the areas of domains and goals.