

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

TRANSPORTATION COORDINATOR

QUALIFICATIONS:

1. Transportation Supervisor Certificate highly desirable
2. Knowledge of transportation computer programs and general computer literacy
3. Prior experience as a supervisor or equivalent in transportation field in a public school setting preferred.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Ability to work with and interact positively with parents, contractors and staff members.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

Oversees and maintains the general operation of the school district's routes and drivers to ensure their safety and efficiency and is the liaison person between the School Business Administrator and the drivers. To implement the Board of Education Transportation Policies and to adhere to all state laws and regulations concerning school transportation.

REPORTS TO:

School Business Administrator and/or designee

TERMS OF EMPLOYMENT:

Twelve-month school year.

EVALUATION:

In accordance with Board policy and/or procedure on evaluation of support services personnel by Business Administrator.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates day-to-day scheduling of district bus and van drivers.
2. Coordinates the training of new substitute drivers in safe driving techniques and learning district routes
3. Cooperates with School Principals and others responsible for planning special school trips.
4. Assigns class trips and athletic trips to drivers.
5. Monitors the processing of driver time sheets.
6. Develops and assigns summer routes as needed and oversees drivers during summer months.
7. Develops the regular school year bus and van routes and/or independent contracts for public, private and special education students.
8. Prepares written evaluations of district drivers.
9. Arranges for emergency routes with contractors.
10. Maintains harmonious relationship among drivers and serves as liaison among driver, school staff and students.
11. Advises School Business Administrator of areas requiring attention of other district personnel such as student discipline problems.
12. Arranges for substitute drivers and maintains driver absence records.
13. Verifies mileage checks to determine eligibility of students for transportation.

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14. Maintains a snow watch during the winter months arising at 4:30 AM when weather is threatening and assists the Assistant Superintendent in checking with police and road department on the condition of streets, advising the Superintendent and implementing his/her decision.
15. Arranges for scheduling of vehicles for semi-annual state inspection.
16. Conduct and develop in-service training for drivers and other transportation personnel.
17. Acts as liaison with parents regarding special requests or complaints.
18. Assists in the preparation of the transportation payroll on a monthly basis.
19. Prepares and administers District Transportation Budget.
20. Submits all reports and contracts required by state authorities accurately and in a timely manner.
21. Negotiates contract renewals with contractors.
22. Prepares specifications for all bids on all contracted rates, opens bids, and submits results and recommendations for award to the School Business Administrator/Board Secretary.
23. Cooperates with School District auditor during the annual school audit.
24. Attends appropriate County meetings and workshops as well as committee and/or staff meetings when requested.
25. Carries out such other duties as may be assigned by the School Business Administrator and/or designee.

DATE ADOPTED BY BOARD: August 30, 1999

AGREED TO BY INCUMBENT: _____

DATE: _____