KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Transportation Coordinator

(Adopted 2/17/14, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Ability to speak clearly and articulately
3. Ability to relate well to students, drivers, faculty and the public
4. Good organizational skills
5. Working knowledge of roadways within the regional district
6. Knowledge of state laws and regulations governing pupil transportation
7. Must have completed or be willing to complete transportation supervisor courses provided by the State of NJ Department of Education, Bureau of Pupil Transportation
8. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Transportation Director

Job Goal: To contribute to safe, smooth, efficient and effective transportation office operations. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Maintain employee personnel records relative to sick leave, personal leave and workman's compensation injuries.
2. Maintain employee records relative to motor vehicle accidents, National safety award system and driver safety training.
3. Maintain and develop extra compensation and trip payroll for each driver and makes an accurate accounting breakdown by line item monthly.
4. Maintain and be responsible for petty cash disbursements to responsible parties and preparing accurate accounting by line item monthly.
5. Maintain current pupil data files for public and non-public including name, address, school, bus stop location. Assign pupils to proper stop, update files and route data weekly on computer terminal.
6. Maintain familiarity with bus and van routes and destinations to properly respond to parents, drivers, contractors and pupil inquires.
7. Maintain rosters for non-public and public school pupils and develop billing cost for the elementary constituent districts. Prepare cost and pupil data to collaborate billing cost.
8. Maintain rosters for aid in lieu pupils, prepare certification of attendance from private schools, compilation of cost by municipality and prepare billing.
9. Develop and maintain working relationship with transportation contractors and employees.
10. Such other duties essential for a smooth and efficient operation as directed by Transportation Director.
11. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

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Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secondary Supervisor
Pay Grade/Compensation Structure:	G09
Evaluation:	In accordance with Board policy
Job Code:	9300