

**Union County Educational Services Commission
Job Description**

TITLE: Transportation Specialist - District Liaison

QUALIFICATIONS: High School Diploma

RESPONSIBLE TO: Transportation Coordinator

TERMS OF EMPLOYMENT: 12 Months

RESPONSIBILITIES:

I. General

1. Accept flexible hours as established by the Coordinator to cover the Transportation Office from 8:00 a.m. - 3:30 p.m., but within limits established by Commission Policy.
2. Assists the Coordinator via telephone contact with personnel from Public School Districts pertaining to the transportation of students, families of these students, bus companies, and receiving schools, plus a written recording of telephone calls for future reference.
3. Maintain accurate and up-to-date files on all bus companies submitting bids and under contract with the Commission through bidding and renewals, including but not limited to updated insurance and all relevant documentation.
4. Assist with follow-up, maintenance, accuracy, timeliness, and completion of the following paperwork:
 1. performance/personal surety bonds.
 2. insurance information.
 3. Substantiate insurance certificates.
 4. Request and verify revisions and updated corporate forms from all registered contractors.
5. Place legal ads announcing bids in the appropriate newspaper within legal time limits, and ads for employment for open positions in the Transportation Office.
6. Assist the Coordinator with the preparation of student applications prior to the route coordination according to established procedures.
7. Type route specifications for the purpose of bidding and contract renewals.
8. Distribute awarded routes to contracts, districts, and schools.
9. Check each submitted application for accuracy; call the district if additional information is needed. This includes, but is not limited to, any health concerns of the pupil.

10. Enter data from each student application. Enter changes in address, route assignment, district residency, etc., in the computer for transported students as they occur during the school year.
11. Report school bus accidents to districts and to NJ homeroom for state review.
12. Mail calendar letter of request and calendar breakdown form to receiving schools listed in the school printout on the first day of June.
13. Send a letter of instructions and inspection form to each receiving school in fall and spring (twice per school year) to conduct Emergency Exit Drills on Commission contracted school vehicles.
14. Send Commission letter and bus company information form to the family of each student prior to the opening of school and as needed during the school year for new enrollments.
15. Send snow procedure announcements to all families of students transported and to all bus companies in November of each school year.
16. Assist with processing the Joint Resolution Agreements for the transportation of students:
 1. send initial agreements to the Board of Education in each district.
 2. follow-up on returned agreements for correct information and necessary
 3. signatures then forward to the County Superintendent for further processing.
 4. distribute completed paperwork to all involved parties.
16. Assist the Coordinator in procuring routes for students as needed.
17. Type all correspondence as requested by the Coordinator, including, but not limited to, memos and letters to districts, bus companies, schools and parents.
18. Become familiar with and proficient in the use of all office equipment needed to effectively and efficiently conduct the operation of the Transportation Office.
19. Adhere to all Board policies, rules and regulations.
20. Consistently use good judgment regarding confidentiality of records, and confidences of staff, parents and children.
21. Perform additional duties as requested by the Coordinator of Transportation necessary to maintain the efficiency of the Transportation Department in a timely manner.

Board Approved: