

Union County Educational Services Commission
Job Description

TITLE: Transportation Specialist – Contracts

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. Act as liaison for Commission with public school districts, parents, and bus companies: interacting with districts, parents and contractors concerning busing issues. Follow up in a thorough and professional manner on all incident reports and district issues to ensure that the proper authorities are notified and the guidelines set forth by the Commission are followed.
3. Work in conjunction with the Department Coordinator on aspects of the Transportation Department's functions. When authorized, act on the Coordinator's behalf with outside vendors, contractors, state regulators, the Office of Criminal History Review, and any other agencies that have contact with the department.
4. Coordinate with contractors on information necessary to maintain accurate and up-to-date files as required by the Standard Specifications for Union County Coordinated Special Education, Vocational, Public and Nonpublic Transportation.
5. Assist the Assistant Transportation Coordinator in the performance of his or her duties and perform the following functions in his or her absence:
 - Maintain the transportation database, which includes input, verification of accuracy of the database, analysis, and reporting.
 - Calculate monthly payments to contractors with timely submission to the Business Office for payment.
 - Calculate the distribution of prorated costs of each route for each participating district, including adjustments of these costs as required by the addition or deletion of pupils.
 - Reconcile district billing and contractor payments on a monthly basis.

- Assist the Coordinator in preparing the monthly Board Meeting agenda as needed
6. Type all correspondence as requested by the Coordinator, including, but not limited to, penalty letters to contractors, memos, and letters to districts, bus companies, schools and parents.
 7. Prepare contracts for each route by the contractor:
 - Send the initial contract to the contractor to be completed.
 - Put the completed contract before the board
 - Send the completed contract to the County for signatures
 - Process any amendments to current routes and complete the same process
 - Maintain a spreadsheet of all contracts and amendments
 8. Maintain proficiency in the operation and use of all office equipment needed to effectively and efficiently conduct the operations of the transportation office.
 9. Perform all other duties as assigned by the Superintendent, Business Administrator/Board Secretary, and Coordinator.
 10. Consistently use good judgment regarding confidentiality of records, and confidences of staff, parents and children.
 11. Perform all related duties as assigned.

II. Nonpublic School Transportation

1. Coordinate the transportation of nonpublic school pupils according to applications submitted by the participating Boards of Education.
2. Establish routes with designated stops, along with directions from the first stop to the school for the transportation of nonpublic school pupils to be contracted or furnished by the Commission.
3. Assign pupils to routes so established and prepare pupil lists by route for each participating Board involved in the route.
4. Notify all students of their assigned stops and pickup times, as well as contractor information.
5. Organize and return all B6T applications to the participating Boards of Education when no bids are received, so that they can be processed for aid-in-lieu reimbursement.
6. Assign additional pupils and establish additional stops as may be required during the school year.

7. Exercise general supervision over the transportation and routes established under county coordination, keeping the local Boards and nonpublic schools fully informed of any pertinent information or action required.
8. Notify the appropriate persons involved, including contractors and Nonpublic schools, regarding the delay or suspension of transportation services for reasons of inclement weather or for other unforeseen emergency situations.

Board Approved: