

Job Description

BOARD OF EDUCATION DENVILLE

TITLE: TRANSPORTATION COORDINATOR

QUALIFICATIONS:

- 1. Valid Commercial Driver's License**
- 2. Excellent driving record**
- 3. Minimum school transportation experience as determined by the board**
- 4. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation**
- 5. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment**
- 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: School Business Administrator/Superintendent

SUPERVISES: Bus drivers, substitute drivers, bus aides, and mechanic

JOB GOAL: To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

PERFORMANCE RESPONSIBILITIES:

- 1. Assumes responsibility for the safe and efficient operation of the school transportation program.**
- 2. Ensures compliance with all laws, regulations and board policy related to school transportation.**
- 3. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.**
- 4. Recruits, trains, supervises and evaluates the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.**

- 5. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.**
- 6. Arranges for the transportation of pupils with disabilities as determined by the child study team**
- 7. Coordinates authorized transportation services for community groups in accordance with board policy.**
- 8. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.**
- 9. Works with the business administrator to formulate specifications for transportation contacts with private vendors as necessary.**
- 10. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.**
- 11. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.**
- 12. Prepares and administers the transportation budget.**
- 13. Promotes the safety of pupils through pre-service and regularly-scheduled in-service training of bus drivers and substitute drivers.**
- 14. Periodically inspects all board-operated buses for cleanliness and proper maintenance.**
- 15. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.**
- 16. Responds to transportation inquiries by the public and handles all complaints.**
- 17. Prepares all transportation records and reports as required by law, code or board policy – including DRTRS.**
- 18. Ensures the timely state inspection of all board-operated buses.**
- 19. Advises the superintendent on road conditions for decisions on school closing during inclement weather.**
- 20. Conducts an annual cost analysis of the transportation operation; develops recommendations for future equipment and personnel needs.**

- 21. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.**
- 22. Transports students by district car as needed for various reasons and emergencies.**
- 23. Drives school bus in an emergency when substitute not available.**
- 24. Serves as district courier, delivering materials between the schools and bus garage, the Board Office, to the County Office, Post Office, the Treasurer of School Monies and the Board of Education Depository, Board members, or other locations requested by the Superintendent or Business Administrator.**
- 25. Performs other duties as requested.**

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified supervisory staff.

APPROVED: June 1, 2009