



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: TRANSPORTATION COORDINATOR

QUALIFICATIONS:

1. Holds valid Commercial Driver's License.
2. Holds valid transportation certificates in Supervising Pupil Transportation, Driver Training, Routing and Scheduling, Preventative Maintenance, Transportation of the Handicapped, and Records/Recordkeeping.
3. Possesses excellent driving record.
4. Has demonstrated a minimum of two years of successful school transportation experience.
5. Demonstrates knowledge of state laws and regulations governing pupil transportation, school bus construction and maintenance.
6. Demonstrates skills in personnel management, route scheduling, fleet maintenance and cost containment.
7. Possesses excellent verbal and written communication skills.
8. Has experience with transportation software and Microsoft Office products.
9. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/School Board Secretary or designee

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**

- a. Assumes responsibility for the safe and efficient operation of the school transportation program.
- b. Ensures compliance with all laws, regulations and Board-approved policies related to school transportation.
- c. Prepares all bus routes; determines bus stops, pick-up and drop-off times; and ensures compliance with bus capacity limitations utilizing District routing software program.
- d. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
- e. Recruits, trains, supervises and evaluates all transportation personnel, and makes recommendations regarding their employment (if applicable).
- f. Arranges for the transportation of handicapped pupils as determined by the child study team.
- g. Works with the School Business Administrator/School Board Secretary or designee to formulate specifications for transportation contracts with private vendors and monitors implementation of contracts.
- h. Ensures the timely state inspection of all board-operated buses.
- i. Oversees the maintenance of all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
- j. Prepares and administers the transportation budget.
- k. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them (if applicable).
- l. Conducts an annual cost analysis of the transportation operation; develops recommendations for future equipment and personnel needs (if applicable).
- m. Periodically checks routes of contracted runs to ensure safe operation of contracted vehicles. Inspects all Board operated buses for cleanliness and proper maintenance.
- n. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
- o. Advises the Superintendent on road conditions for decisions on school closing during inclement weather.

- p. Prepares all transportation records and reports as required by law, code or board policy.
- q. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.
- r. Maintains files for each contractor documenting required training for each of their drivers and or aides. Prepares transportation payroll on a monthly basis (if applicable).
- s. Monitors attendance of transportation personnel and reports attendance to central office in accordance with district procedures (if applicable).
- t. Completes and dispatches insurance reports.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- g. Works cooperatively with administration, staff, parents, contractors and others as necessary for the effective functioning of the school transportation program.
- h. Reports to work on time, adheres to required time schedules and maintains an appropriate personal attendance record.

3. School and Community Relations

- a. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.
- b. Works cooperatively with building principals to solve discipline problems and other situations occurring on school buses.

- c. Serves as liaison with contractors and non-public schools in the event of school closings/delayed openings during inclement weather or other situations.

4. Professional Development

- a. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.
- b. Attends appropriate meetings conducted by the New Jersey State Department of Education and the Holmdel Township Public Schools concerning transportation and related issues.
- c. Promotes the safety of pupils through pre-service and regularly-scheduled inservice training of bus drivers and substitute drivers.
- d. Continue to gain expertise in District routing software to ensure best use of program and routing efficiencies.

5. Other

Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent in Charge of Business/School Board Secretary or designee.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-certificated Personnel.

SOURCE: Regular Public meeting

DATE: January 10, 1996

DATE: December 14, 2011