

LACEY TOWNSHIP SCHOOL DISTRICT

Transportation Coordinator

JOB TITLE: Transportation Coordinator

REPORTS TO: Business Administrator

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.

SUPERVISES: Bus drivers, substitute drivers, bus aides, mechanics and office staff

QUALIFICATIONS:

1. Must hold Transportation Supervisor certificate or complete this requirement within one year
2. Valid Commercial Driver's License with P & S endorsements
3. Excellent driving record
4. Minimum school transportation experience as determined by the board
5. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
6. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Compliance with drug and alcohol testing.
9. High school diploma or equivalent certificate
10. All other duties as assigned by the Business Administrator

RESPONSIBILITIES:

Overall 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. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release
4. Prepares and maintains all transportation record and reports as required by law, code or board policy.

Routes and services

1. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program.
3. Arranges for the transportation of pupils with disabilities as determined by the child study team.

Transportation Coordinator (continued)

4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and non-public school students.
6. Recommends the use of CTSA (coordinated transportation services agency) as appropriate.

Budget and finances

1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation and provides recommendations.
3. Develops recommendations for future equipment and personnel needs.

Contracts and purchases

1. Works with the Business Administrator to formulate specifications for transportation contracts with private vendors as necessary.
2. Makes recommendations for the purchase of new vehicles, and prepares bid specifications for them.

Maintenance and safety

1. Oversees operations in the bus garage to include preventative maintenance procedures.
2. Promotes the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
3. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board-operated buses.
6. Advises the Business Administrator on road conditions for decisions on school closing during inclement weather.
7. Oversees the maintenance of individual and permanent files on each board owned vehicle as required under law.

Complaints

1. Responds to transportation inquires by the public and handles all complaints.
2. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquires and prompt resolution of complaints.
3. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.
4. Reviews all camera videos relative to complaints.

Other

1. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportations.
2. Performs other related job duties as assigned.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Transportation Coordinator (continued)

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

LEGAL REFERENCES:

N.J.S.A. 2C:12-1	Assault
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:18A-2	Purchases, contracts, agreements, advertising; exceptions
N.J.S.A. 18A:22-8.6	Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:39	Transportation to and from schools
N.J.S.A. 27:1B-25	State aid to counties and municipalities
N.J.A.C. 6A:27	Student transportation
N.J.A.C. 6A:27-9	Contracting for transportation services
N.J.A.C. 6A:28	School ethics commission
N.J.A.C. 6A:32-6	School employee physical examinations

Commercial Motor Vehicle Act of 1986; 49 U.S.C. 3701 et seq.

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Employee/supervisor training, 49 CFR 382.1202, 1203 school bus drivers, 49 CFR 382.103

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. 2717 et seq. (regulations prohibited in 1994)