

LACEY TOWNSHIP SCHOOL DISTRICT

Assistant Transportation Coordinator

JOB TITLE: Assistant Transportation Coordinator

REPORTS TO: Transportation Coordinator

JOB GOAL: The functions of the Assistant Transportation Coordinator shall be to assist and to support all directives of the Transportation Coordinator relating to all areas of the transportation system. He/she shall carry out these duties and responsibilities according to any established Board of Education policy/administrative directives through his/her own creativity and initiative as required.

QUALIFICATIONS:

1. Two years' experience preferred in assisting in the operation/supervision of pupil transportation
2. Two years' experience in the school bus transportation computer program to include the operation of the Trips Program.
3. Knowledge of purchase order procedures.
4. The ability to understand, remember and carry out oral and written directives.
5. Experience in radio dispatching procedures.
6. Sound judgment and the ability to work under pressure.
7. Knowledge of state regulations, laws and procedures.
8. The ability to publicly relate/communicate, yet protect the integrity of the Department as related to transportation issues.
9. All other duties as assigned by the Transportation Coordinator.

RESPONSIBILITIES:

1. As directed, to conduct all duties and responsibilities under the current philosophy of the Lacey Township Board of Education and to assist with promoting the concept that the children's welfare and safety comes before any personal considerations which the employee may feel is justified.
2. To become knowledgeable of State and local laws, rules, regulations, policies and procedures relating to and dealing with the operation of public passenger vehicles.
3. As directed, to assist with the supervision of any school bus driver activity as related to the bus driver's job to include, but not limited to, radio dispatch.
4. Office requirements shall include the understanding and operation of the school bus transportation programs and all other office skills/procedures as needed.
5. Services in the absence of the Transportation Coordinator.
6. Other assigned duties as requested by the Transportation Coordinator.

Assistant Transportation Coordinator (continued)

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

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015