

DEPARTMENT: STARPOINT SCHOOL DISTRICT
CLASSIFICATION: COMPETITIVE
APPROVED: 4/22/99

TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position will entail overseeing the transportation requirements of the school district as performed by an independent contractor. Work is performed under the direct supervision of the Director of Business Affairs and through him to the Superintendent. The incumbent shall work in an advisory and cooperative capacity with the building principals to improve and maintain the transportation services program. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with the establishment of aims and objectives of the school transportation program;
2. Assists in establishing uniform personnel policies for transportation service employees;
3. Prepares all pupil transportation schedules;
4. Works with the various contractors to insure the schedules are carried out properly;
5. Keeps an accurate count of pupils using the transportation system;
6. Coordinates with transportation contractors;
7. Maintains the records necessary to prepare all state reports as required by the Department of Education;
8. Works with drivers and contractors to present safety programs to the children of our schools;
9. Observes and assists in the evaluation of drivers;
10. Establishes and maintains a good rapport with students, teaching staff, administrators, civic groups and general public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods in the operation of a bus schedule; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of bus equipment; ability to plan, supervise, and work directly with transportation contractors; ability to keep records and make reports; ability to get along well with others; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: Three (3) years experience in public transportation where working with and developing policies, procedures and schedules was a major responsibility.