

## **COORDINATOR OF SCHOOL TRANSPORTATION & SAFETY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for overseeing the transportation requirements of a school district as performed by an independent contractor, as well as overseeing the school safety/security programs. The work involves coordinating, developing, implementing, and monitoring all aspects of the school buses, school bus drivers, student bus riders, as well as fire drills, security devices and video devices of the school district. The work is performed under the general supervision of the School Superintendent with wide leeway allowed for use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates with transportation contractors to ensure that proper and safe protocols are enforced;

Has responsibility for the routing of school buses, informing the contractor's staff of routing needs, and assigning drivers to routes;

Oversees the maintenance of bus repairs and auto fleet performed by the contractor, makes periodic physical inspection of the work performed, reviews amounts billed by contractor's for accuracy, and ensures that all vehicle inspections are performed on a timely basis;

Reviews conduct reports received from drivers, reviews video cameras located on buses, and takes appropriate action;

Has responsibility for ensuring the safety of the garage facility, repairs, lifts, and fuel island;

Prepares annual transportation budget, manages purchase orders and submits invoices for payment;

Manages software programs as they relate to buses and auto fleet and provides Central Business Office with related information needed for State reporting;

Determines road conditions and informs the School Superintendent, contacts media outlets regarding school delays and closings;

Ensures that all vehicles are insured;

Ensures that all drivers are qualified to operate a school bus and that they participate in training classes;

Reports to the scene of all bus accidents, follows district's bus accident procedures, and ensures that all required forms are filed with DMV, DOT, and insurance carriers;

Serves as Chairman of the District's Safety Committee, and is responsible for updates to the annual school safety plan;

Coordinates with contractors to ensure fire drills are performed according to established rules and regulations;

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Has responsibility for recommending the placement of video cameras on buses and school facilities to safeguard the safety of all students and staff;

Has responsibility for disseminating video camera footage to school administration for further action;

Reviews footage to ensure driver's adherence to performance and safety procedures;

Has responsibility for ensuring that photo identification cards are issued to staff and entry tags to visitors;

Ensures that all visitors are screened for entry into the school and complete sign in and sign out log;

Works with vendors to ensure proper use of the swipe card building access system.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of transportation methods in the operation of a bus schedule;

Good knowledge of the geography of the school district;

Good knowledge of safety procedures and practices in the operation of bus equipment;

Working knowledge of the use and dissemination of security camera/surveillance systems;

Ability to identify safety problems, analyze findings, and recommend corrective action to school administrators;

Ability to understand and interpret complex written material;

Ability to prepare and maintain a variety of reports;

Ability to plan the work of others;

Ability to communicate effectively both orally and in writing;

Ability to observe and pay close attention to details;

Ability to form and maintain effective working relationships with students, school personnel, bus contractors and bus drivers;

Sound judgment;

Initiative;

Alertness;

Dependability

Tact.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an

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Associate's degree of higher in business or public administration, transportation and logistics, organizational development and two years of supervisory experience in either transportation operations or the scheduling and dispatching of buses; OR

B) Four years of experience in either transportation operations or the scheduling and dispatching of buses, two of which included supervisory responsibilities; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**NOTE:** Successful completion of a diesel engine mechanic, bus mechanic, or automotive technology program may be substituted for one year of experience.

**SPECIAL REQUIREMENT:** Possession of a valid New York State CDL Class B license with passenger endorsement is required at time of appointment and maintained while employed in this position.