

## COORDINATOR OF TRANSPORTATION AND SCHOOL SAFETY

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a high ranking administrator, the incumbent of this position is responsible for the planning and operation of a safe, efficient and economical system for the transportation of students and for addressing, handling and resolving bus safety issues. In addition, the incumbent may also oversee and coordinate the overall safety program and the District's response to emergency situations. Interaction and contact with parents, staff, building administrators, municipal/state personnel and bus contracting company personnel is an aspect of this position. Supervision may be exercised over transportation personnel, Parking Attendants, Watchpersons and School Monitors.

### EXAMPLES OF WORK: (Illustrative Only)

Determines eligibility of students to ride on school buses in accordance with the District's policy;

Determines, coordinates and maintains bus routes and bus schedules to be followed by bus drivers, using applicable software (e.g., Transfinder);

Coordinates transportation requests for after school and extra curricular events and for private school students residing in the district pursuant to District policy;

Drafts specifications for transportation contract bids, transportation contracts and documents other procedures between school districts and private bus companies prior to the signing of contract;

Submits contracts to bus companies, school districts and state department as required by State Education Department;

Oversees contracts with bus companies to insure all contractual provisions are met and delivered;

Checks and inspects service and maintenance procedures for buses provided by the bus company;

Prepares and submits all state transportation reports;

Supervises loading and unloading protocols of buses on school property;

Reviews and makes appropriate adjustments to traffic patterns in school parking lots and district property and works with municipal officials in points of access/egress to ensure student/public safety;

Receives complaints related to transportation matters and responds accordingly;

Advises schools, parents and bus companies of bus schedules and changes to routes/schedules;

EXAMPLES OF WORK (Illustrative Only) (continued)

Works with the bus company to investigate and respond to safety issues and other incidents that arise on buses;

Coordinates emergency dismissal drills with school personnel and schedules necessary number of emergency drills as prescribed by State Education Department;

Coordinates and/or reviews training and safety classes for bus drivers and/or bus monitors with the bus company;

Consults with school districts on transportation and/or safety issues and makes recommendations to central office and/or building administrators to improve school and transportation safety;

Responsible for reviewing and approving monthly billing statements from bus companies for the school district(s) and recommending payment;

Prepares tentative school transportation and/or school safety budget;

Represents the District at transportation and school safety seminars and training workshops;

May coordinate transportation services (routes, schedules, etc.) for school districts that do not have assigned personnel for this purpose;

May assist with planning building/District response to safety, security and other issues;

May coordinate emergency dismissal procedures; communications with parents, provision of emergency transportation and building administration/staff responses to situations;

May work in conjunction with other school personnel in developing and maintaining school safety plans;

May supervise and provide training to School Monitors, Parking Attendants, and Watchpersons to promote school safety and security;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and practices involved in managing school bus operations; good knowledge of local geography and traffic conditions; knowledge of school safety issues; knowledge of the principles, practices, and techniques employed in establishing and maintaining building and/or pupil transportation safety and security; knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action; ability to use software to route bus runs; ability to develop and implement transportation and/or school safety plans in conjunction

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (continued)

with others; ability to plan and supervise the work of others; ability to prepare reports; ability to establish and maintain effective working relationships with school district officials, building administrators, district employees and the general public; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years of work experience where the primary function of the position involved transporting individuals from one location to another (1.e., driving a school bus, bus, van, etc.), two years of which were in a supervisory or administrative capacity; or (b) four (4) years of work experience in the transportation industry which involved risk management, safety and/or security issues, two years of which were in a supervisory or administrative capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: College credits from a recognized college or university may be substituted at the rate of 30 credits for each year of the above work experience up to a maximum of two year's experience. College credits may not be substituted for the two (2) years of supervisory experience specified above.

SPECIAL REQUIREMENT: Within one year of appointment, must possess and maintain 19A certification issued by the New York State Department of Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.