

TRANSPORTATION OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for operational aspects of the school district's buses and drivers. Incumbent trains bus drivers, prepares route schedules and assignments, schedules drivers and substitute drivers, communicates daily with bus drivers to handle unexpected and/or emergency situations and prepares and maintains all records pertaining to daily and long-term data, including fleet maintenance requirements, fuel use and purchasing. This work is performed under general direction of the school district's Transportation Director or his/her designee, in accordance with established policies and procedures. Supervision is exercised over all bus drivers and bus monitors. This position differs from the Head Bus Driver position in that it includes responsibilities for fleet maintenance scheduling and software, extensive recordkeeping, purchasing of fuel and assisting with budget preparation. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules daily routes and assigns buses, using computerized routing software and making changes and edits as necessary;
- Schedules trips for athletic and curriculum field trips;
- Supervises bus drivers and bus monitors;
- Schedules bus drivers and obtains substitute drivers as needed;
- Operates 2-way radio system and remains in communication at all times with bus drivers and responds to unexpected and/or emergency situations and coordinates emergency services if needed;
- Serves as liaison to school personnel to schedule field trips and relay/receive information;
- Works with Fleet Maintenance Supervisor or his/her designee to determine which and when buses will be held for maintenance/DOT requirements;
- Operates school bus with passengers if necessary;
- Prepares and maintains all records pertaining to daily and long term data;
- Monitors computerized fleet maintenance software;
- Monitors fuel use and recordkeeping of fuel records, providing regular reports to the Transportation Director;
- Maintains fueling software and hardware, creating and deleting new accounts as needed;
- Orders fuel from vendors as needed and has authority to designate fuel cutting for winter blends;
- Makes recommendations and assists in budget preparation;
- Maintains daily attendance records of bus drivers and bus monitors for payroll preparation;
- Receives calls and concerns from parents and the public regarding transportation issues;
- Addresses issues directly or forwards to the Transportation Director as he/she sees fit;
- Performs NYS DMV 19-A testing on drivers;
- Performs NYS SBDI testing (Physical Performance tests, mandated refreshers);
- Trains and tests bus drivers and bus monitors as needed per NYS requirements, in capacity as certified 19-A Examiner/SBDI;
- Supervises mandated bus drills at schools and works with school personnel to assure that requirements are met.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the operation of buses;
- Good knowledge of the geography of the district;
- Good knowledge of all laws, rules and regulations applicable to driving safety practices, traffic laws and regulations;
- Good knowledge of all laws, rules and regulations pertaining to bus drivers, bus monitors, and vehicles (DOT);
- Good knowledge of computerized bus routing software and computerized fleet maintenance software;
- Good knowledge of 2-way radio use and protocol;
- Ability to operate a bus under all driving and road conditions;
- Ability to plan and supervise the work of others;
- Ability to plan and coordinate multiple tasks;
- Ability to get along well with others;
- Ability to establish and maintain records;
- Good hearing and clear diction;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and at least five (5) years of experience in school transportation of which two (2) years shall have been as a head bus driver or dispatcher and three (3) years shall have been as a bus driver.

SPECIAL REQUIREMENT: At time of appointment:

1. Candidates must be at least 21 years of age and possess a valid Class B license with P and S endorsements, issued by the New York State Department of Motor Vehicles.
2. Certification as a 19-A Certified Examiner issued by the NYS Department of Motor Vehicles.
3. Certification as a School Bus Driver Instructor issued by the NYS Department of Education.