



## NEW ALBANY - PLAIN LOCAL SCHOOLS

### Position Title: **Coordinator of Transportation Services**

Classification: Administrator	Department: Transportation
Location: Transportation	Reports to: Assistant Superintendent Business & Operations

FLSA Status: Exempt	Bargaining Unit Status: Exempt
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Terms of Employment	
Salary Schedule: Salary Range of \$77,500-\$97,500 To Be Determined Commensurate With Qualifications and Experience; Performance Compensation Eligible	
Number of days/year: 260	Number of hours: 8

### **Overview:**

The Coordinator of Transportation Services is responsible for the transportation program of the school district, including bus driver, van driver and mechanic supervision, direction, evaluation, licensure and professional development; routing; scheduling; fleet maintenance; and student discipline in coordination with building administrators to ensure safe and timely transportation of students to and from school and other activities.

### **Key Responsibilities:**

- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities through the use of modern technology and methods.
- Supervises the preparation of bus routes for all public, non-public and community schools in the district, including routes for eligible schools outside of the district through the use of automated computerized routing.
- Recruits, supervises, and evaluates all transportation personnel and makes recommendations on their employment, transfer, promotion and separation of employment.
- Prepares and administers the transportation budget.
- Develops and supervises all transportation department training, safety and recognition programs.

- Assists bus and van drivers and building administrators or staff in resolving discipline problems occurring on school transportation.
- Develops and maintains a multi-year plan for the personnel needs of the transportation department.
- Is knowledgeable of, informs all drivers and mechanics of, and enforces all state and federal laws and regulations regarding school transportation.
- Prepares all reports required by state and federal authorities.
- Advises other administrators on road conditions during inclement weather.
- Contacts and assigns substitute drivers as needed from the Board-approved substitute list.
- Supervises the development of special trip schedules and assigns drivers on an equitable, rotation basis according to the Negotiated Agreement.
- Acts as liaison with parents/guardians for problem-solving and special requests.
- Administers the district's drug and alcohol testing program for required transportation department personnel.
- Supervises the maintenance of all district-owned buses and vans, and the development of a ten-year plan for preventive maintenance and future equipment or capital assets.
- Prepares bus bids when necessary.
- Other duties as assigned by the Superintendent or his/her designee.

#### **Key Qualifications:**

- Bachelor's degree or higher, or equivalent educational experience; OR
- Associate's degree, or equivalent educational experience, in a related field and at least two years of transportation experience, with preference to school-based experience.
- Holds a Commercial Driver License or demonstrated commitment to earn as directed by the Assistant Superintendent, Business & Operations.

#### **Knowledge, Skills and Abilities (KSA):**

- Excellent interpersonal skills with the ability to work well with administrators, transportation department personnel, parents/guardians, and students.
- Technologically literate with prior experience in transportation routing software preferred.
- Strong written and oral communication skills are required.
- Ability to be a self-starter and work without constant daily supervision.
- Skills in preparing and administering budgets and office organization.
- Exhibits a professional appearance and demeanor.
- Demonstrated ability to create, lead and sustain an accountable positive department culture.
- Any other alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **Physical Demands & Work Environment:**

*PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Position is mostly indoors in a climate controlled office or building.
- While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and/or run.

- The employee will frequently bend or twist at the trunk while performing the duties of this job.
- The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.
- The employee may routinely lift and move objects weighing 25-30 pounds.
- The employee must also have the ability to work in an environment, including extreme variations in temperatures and to operate varied technologies and commercial office equipment.
- The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance.
- The employee frequently is required to hear conversation in quiet, as well as, a noisy environment and be able to tell where a sound is coming from while performing the duties of the job.
- The employee must be able to communicate to the team in order to give directions.

### ***Work Environment***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the environment is usually moderate/loud.

The employee may perform, as an unplanned task, an action that may place him/her at risk of exposure to blood or other potentially infectious or hazardous chemical or material.

### ***Language Skills***

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

### ***Reasoning Ability***

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to logically solve multi-faceted problems in a timely manner.

### ***Conduct***

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

### ***Terms of Employment:***

Bargaining unit exempt, non-teaching administrative employee working 260 days less vacation and

personal leave days for 8 hours per day excluding lunch. Work year calendar to be established by the Board of Education and will be provided annually. Daily hours worked will be coordinated with department personnel and approved by the Assistant Superintendent Business & Operations.

Salary range shall be assigned commensurate with level of knowledge and related experience. Performance compensation and stipend eligible. Comprehensive fringe benefits available.

*The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

***Acknowledgement:***

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities.