

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** TRANSPORTATION COORDINATOR
- REPORTS TO:** School Business Administrator
- QUALIFICATIONS:** Valid Commercial Driver's License  
Excellent driving record  
Minimum three years' successful school transportation experience  
Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation  
Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment  
Required criminal background check and proof of US citizenship or legal resident alien status
- SUPERVISES:** Bus Drivers/Bus Aides  
Transportation Secretaries
- JOB GOAL:** To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular programs offered by the district's schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
2. Prepares and updates bus routes and schedules for all public and nonpublic schools in the district, including special education routes out of the district and coordinates with district approved vendors.
3. Prepares specifications and bidding information. Executes bidding procedure with approval from business office.
4. Attends appropriate committee and staff meetings.
5. Supervises maintenance of all pupil transportation equipment and maintains all maintenance records in compliance with state and federal requirements. Develops plans for preventive maintenance and maintains payroll and time sheets.
6. Supervises daily distributions of mail and lunch programs. Supervises film, museum, bank deposits, dentist program, YMCA program, and special education transportation. Distributes prepared information to each board member prior to meetings and when necessary. Acts as distribution liaison from Board office to lawyer, municipal offices, etc.

7. Cooperates with school principals in solving discipline problems occurring on school vans and buses. Cooperates in planning and scheduling special school trips.
8. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
9. Insures that all safety standards are in conformance with State, Federal and insurance regulations and develops a program of preventive safety.
10. Submits all reports required by Federal, State and County authorities. Conforms with all state laws and regulations regarding school transportation and oversees completion and dispatching of insurance reports by secretary.
11. Prepares and administers the transportation budget and forecasts future transportation needs.
12. Advises Superintendent on road hazards for decision on school closing during inclement weather.
13. Handles community relations for transportation department (complaints, safety, parent problems, etc.)
14. Assists in the determination of hazardous routes.
15. Is responsible for the data collection and submission of the district's Report of Transported Students on an annual basis.
16. Handle all other matters as may from time-to-time be assigned by the Business Administrator or Superintendent.

Approved: 2/85  
Revised: 1/09/03  
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JD/Transportation