

ASSISTANT TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

To assist the Transportation Coordinator in maintaining the district's transportation program, ensuring safe, reliable bus service to include public, private, charter and special needs transportation for all students, field trip transportation, athletics and all extra-curricular transportation as needed under the direction of the Transportation Coordinator. Supervises clerical staff. Performs other duties as assigned.

TYPICAL WORK ACTIVITIES:

Serves as a liaison between parents, bus contractors and district staff with regard to transportation matters and assists in addressing parental concerns. Along with the Director of Transportation, coordinates all transportation services for students to include daily routing within Transfinder. Reads, interprets and adheres to state contracts and bid specifications. Utilizes the computerized bus routing system to evaluate the safety of designated bus stops. Develops, plans and implements transportation safety programs. Works with building administrators on bus drills, PreK/Kindergarten bus orientation, etc. Maintains records relative to safety and driver training programs. Reviews driver files to verify compliance. Reviews videos of student conduct to maintain bus discipline. Assists the Coordinator in the development and preparation of the department's annual budget. Also assists in the preparation of annual and emergency contracts with contractors for submission to the state education department pupil transportation office for approval and state aid reimbursement. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Excellent written and oral communication skills. Good knowledge of office methods and procedures. Computer proficiency which shall include Microsoft Word, Excel, and routing software (currently Transfinder). Good knowledge of NYS Dept. of Transportation rules and regulations, as well as NYS Dept. of Education Pupil Transportation rules and regulations. Advance knowledge of computerized routing and scheduling software systems (i.e. Transfinder). Ability to interpret and analyze bus routing information and schedules. Ability to read and interpret contracts and bid specifications. Good knowledge of the district's geographic and street locations.

Thorough knowledge of standard bus transportation methods; good knowledge of driving safety practices; ability to plan and supervise the work of others; ability to prepare/review records and reports; must be able to collaborate with stakeholders across the organization.

MINIMUM QUALIFICATIONS: Either;

- A. Bachelor's Degree and one year of experience working with a school district, or public or private transportation program.
- B. Associate's Degree and two years of experience working with a school district, or public or private transportation program
- C. High School or equivalency diploma and four years of experience working with a school district, or public or private transportation program.

SPECIAL REQUIREMENT:

Candidates must be certified to train drivers under Article 19A of the Vehicle and Traffic Law or be SDBI credentialed upon or within 6 months of appointment.