

Sussex County Regional Transportation Cooperative

PO Box 1029

Hopatcong, NJ 07843

Phone #973-398-3583

Fax #973-398-3683

Job Description

TITLE: Transportation Coordinator

REPORTS TO: Director & Asst. Director of Transportation

QUALIFICATIONS:

1. A minimum of sixty (60) college credits is preferred.
2. Shall possess the approved New Jersey Transportation Supervisors Certification or shall be willing to obtain it within 1 year of acceptance of the position.
3. Shall possess New Jersey CDL class B with passenger endorsement with a respectable driver history.
4. Shall have a minimum of five (5) years experience in school transportation services including but not limited to; supervision of employees, routing and scheduling, development and administrative safety programs, maintenance of pupil transportation contracts, and daily operational duties required to manage a pupil transportation department.
5. Must have knowledge of State and Federal laws that regulate the transportation of students.
6. Must have strong leadership abilities and will be required to manage the drivers and aides. Must be able to set driver and aide procedures and goals for the department and motivate the employees to attain them by way of progressive discipline and evaluative techniques.
7. Must have operating knowledge of the computer, have excellent grammar, email/letter writing skills, and knowledge of transportation software for routing and assisting the Director and Asst. Director in Member District customer service.
8. Must be able to communicate effectively and professionally with school administration and the public at large.
9. Must be flexible in the working hours required to efficiently operate a transportation department during extremely busy seasons. This is a salaried position.
10. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

SUPERVISES: Hopatcong/Sussex Cooperative Drivers, Bus Aides, routing, maintenance of District vehicles, and trip processing.

JOB GOAL: Directly responsible to assist the Director to ensure the daily operations of an efficiently managed Transportation Department that effectively services participating school districts.

(Transportation Coordinator cont.)

PERFORMANCE RESPONSIBILITIES:

1. The conduct of transportation activities as assigned in accordance with the Rules and Regulations of the New Jersey State Department of Education and School Boards of Education policies and procedures.
2. Routing and scheduling of student transportation, related computer services, and special activity runs.
3. Special activity run billing.
4. Maintain required records for all areas of responsibility as directed by the Director of Transportation.
5. Shall assist the Director in the development of the District school bus driver & aide handbook and scheduling any/all related required safety training.
6. Maintain contact with School Officials, vendors, and parents to resolve issues.
7. Coordinates special needs and public transportation on new or existing in-district bus routes.
8. Attends meetings as assigned by the Director or Asst. Director.
9. Assist Director in physically viewing bus stops and routes, as necessary. Maintain a harmonious relationship with Police or other local government officials in determining safe locations of bus stops.
10. Assist Director and Participating Member Districts with State reporting.
11. Assumes responsibilities of the Director and Asst. Director as specifically assigned when they are absent.
12. Substitute driving and assignment of substitute driving when needed. Shall know and be able to drive all Hopatcong and Sussex Cooperative routes. Shall be responsible for maintaining route directions so all available staff can cover routes when necessary.
13. Perform any other duties as assigned by the Director.

TERMS OF

EMPLOYMENT:

Twelve month year, salary determined by Director as recommended by the Hopatcong SBA and by the Hopatcong Board of Education's action.

EVALUATION:

Performance will be reviewed by the Director based upon this job description and related items.

Adopted: October 2021