

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Transportation Coordinator

Primary Function:

The Transportation Coordinator will execute all duties required for an effective transportation program for all students.

Supervision Received:

The Transportation Coordinator is directly responsible to the Superintendent.

Direction Exercised:

The Transportation Coordinator is responsible for the supervision of all transportation services in the Windber Area School District.

Essential Duties:

1. Plan, organize and direct pupil transportation for the District.
2. Maintain cost records on all vehicles, including gasoline.
3. Oversee the driver training program for all employees driving school vehicles and other training programs to enhance the level of transportation services.
4. Administer the department in accordance with all relevant statutes, state regulations, applicable School Board policy and administrative directives.
5. Conduct accident investigations.
6. Ensure bus operators maintain all required qualifications.
7. Develop student transportation schedules and driver assignments.
8. Oversee the acquisition, use and accounting of equipment, parts, supplies, and fuel used in the transportation department.
9. Oversee transportation reporting to ensure accuracy and timeliness.
10. Oversee routing and scheduling of buses and review bus stop locations for safety and efficiency.
11. Provide continuous programs to train bus operators and assistants.
12. Serve as the district representative in contract-related matters impacting transportation services.
13. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

14. Respond to inquiries and concerns in a timely manner.
15. Keep supervisor informed of potential problems or unusual events.
16. Represent the district in a positive and professional manner.
17. Prepare the annual transportation budget and monitor its implementation as required.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
19. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
20. Develop annual goals and objectives consistent with and in support of district goals and priorities.
21. Conduct periodic studies for the purpose of improving the delivery of transportation services.
22. Assist in the development of policies and procedures for transportation services.
23. Provide leadership and direction for assigned areas of responsibility.

Secondary Duties:

1. Serve on district, state or community councils or committees as assigned or appropriate.
2. Provide oversight and direction for cooperative planning with other agencies.
3. Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
4. Maintain a network of peer contacts through professional organizations.
5. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
6. Maintain expertise in assigned areas to fulfill project goals and objectives.
7. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
8. Participate in state training programs and courses to increase the level of transportation services.
9. Perform temporary duties as assigned by the Superintendent.

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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list

of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Transportation Coordinator shall hold at least a high school diploma.
2. Knowledge of Penn DOT and PDE regulations relative to school transportation.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary and work year of the Transportation Coordinator shall be set by the Board of Education.