

CONTRACTED BUS SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has responsibility for overseeing contracted bus service for a school and coordinating the third-party transportation to manage and operate all or part of its student transportation services to ensure a safe, structured transportation service. The work also involves assisting in the administration and cost control of contracts under the direction of the Superintendent. The work is performed under the general supervision of the Director of Business Services, with leeway allowed for the exercise of independent judgment in carrying out the duties of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and administers the required transportation needs of the district, which includes bus routes, bus stops, regular daily transportation schedules, athletic and field trips;
Prepares cost estimates and specifications for contractual bus service;
Approves all transportation purchases and invoices;
Monitors weather and road conditions in order to make recommendations to school administrators as to when the fleet should not run;
Prepares and maintains a daily record of mileage and number of students transported;
Oversees and assists in the enforcement of rules of behavior which apply to student riders and refers serious issues to the principal;
Coordinates contract development and requests for proposals for the district's contracted transportation services;
Acts as a liaison between the bus contractor and District with regards to discipline, safety, special needs requests, and driver training and route preparation;
Maintains a current transportation directory of contractors and drivers, as well as vehicle registration numbers, contract expiration dates, and vehicle identification numbers (VIN);
Communicates with students, parents, staff, and community regarding their complaints with drivers, buses, routes, and safety;
Prepares and maintains district transportation data for use in required local, state, and federal reports;
Supervises and/or assists with the coordination of extracurricular transportation needs;

CONTRACTED BUS SERVICE COORDINATOR—cont'd

Establishes and maintains effective working relationships with students and school personnel;
Acts in an advisory capacity to the Director of Business Services regarding changes in transportation contract language relevant to either the operation or specifications of buses;
Acts as a liaison between the Director of Business Services and bus contractors;
Ensures that all drivers and vehicles are performing in accordance with contractual and service level agreements;
Prepares preliminary budget estimates for the transportation program;
Attends and participates in district and department meetings and conferences;
May prepare a schedule for the transportation department's bus and vehicle replacement;
May drive a bus in the absence of regular bus drivers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of typical school district's transportation methods and operations;
Good knowledge of standard safety practices and procedures as applicable to student transportation programs;
Good knowledge of the geography of the district;
Good knowledge of computer transportation software and automated computerized routing;
Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioner of Education and Motor Vehicles;
Good knowledge of the geography of the school district;
Good knowledge of business arithmetic and English;
Working knowledge of the general repairs required for school transportation equipment; Working knowledge of automotive repair methods, terminology and tools of the trade;
Ability to carry out complex directions presented both orally and in writing;
Ability to plan and supervise the work of others;
Ability to prepare and maintain a variety of records and reports;
Ability to establish and maintain effective working relationships;

CONTRACTED BUS SERVICE COORDINATOR—cont'd

Tact; Good judgement; Dependability; Confidentiality,
Professionalism.

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's Degree* in Transportation Management or closely related field and one year of supervisory experience involving the implementation and coordination of a public transportation service; OR

B) Graduation from high school or possession of a general equivalency diplomas and three years of supervisory experience involving the implementation and coordination of a public Transportation service;

***NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Depending on the school district, the incumbent may be required to operate a school bus. If so, he/she must possess a CDL Class B license with passenger endorsement, as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and the Vehicle and Traffic Law.