

Department: School Districts  
Classification: Non-Competitive  
Grade: \_\_\_\_\_

SPEC DISK C8  
DOCUMENT 07

### TRANSPORTATION COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for overseeing the district's transportation program. The position also involves responsibility for budget preparation and purchasing. The work is performed under the general direction of the Superintendent of Schools with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Supervision is exercised over the work of all subordinate transportation personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs and oversees the safe and efficient operation and maintenance of all school vehicles;  
Establishes work schedules and schedules staff to assure adequate coverage for regular and special school activities;  
Maintains records and prepares reports concerning maintenance and transportation activities;  
Advises the Superintendent of Schools on road hazards for decision on school closing during inclement weather;  
Cooperates with school principals and others responsible for planning special school trips;  
Prepares and administers the transportation budget;  
Directs transportation operations including bus routing and scheduling, the recruitment and training of drivers and maintenance of vehicles;  
Conducts training programs for school bus drivers; reviews drivers' credentials and prepares accident reports;  
Develops and oversees the student transportation safety program;  
Conducts employee orientation for transportation system.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard transportation practices and the operation of school busses; good knowledge of the N.Y.S. Motor Vehicle Law and the regulations of the Commissioner of Education regarding school bus operation; ability to plan, lay out and supervise the work of others; ability to understand and follow oral and written instructions; ability to maintain records and prepare reports; physical condition commensurate to the demands of the positions.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalency and four years of experience in the operation, maintenance, repair, or dispatching of vehicles, at least one of which must have been in a supervisory capacity.

**TRANSPORTATION COORDINATOR - Continued**

**NOTE:** Incumbent may be required to act as a Bus Driver. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations by the NYS Commissioner of Education, the State Education Law, and the Vehicle and Traffic Law.