

JOB DESCRIPTION
Gary Community School Corporation

Job Title: Coordinator of Student Transportation Services
Department: Student Transportation
Reports To: Director of Operations and Facilities
Job Status: Full-time, Classified

PURPOSE STATEMENT

To enable each student, thorough safe and efficient transportation in order to take full advantage of the complete range of curricular and extra curricular activities offered by the District's schools.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Provides mentorship to students as assigned to ensure expectation of success.
- Supervises school corporation regular and special education bus attendants.
- Supervises the bus attendants facility provided by the bus contractor.
- Supervises the school corporation van driver and coordinates all scheduling and maintenance of the school corporation vans.
- Interviews and recommends for hire all potential regular and special education bus attendants and crossing guards.
- Coordinates and conducts, in-service training sessions for bus attendants and crossing guards.
- Develops, coordinates, and conducts student transportation preventive safety programs for students and employees.
- Investigates all school bus accidents.
- Updates and distributes the school districts "Inclement Weather School Closing Plan".
- Consults with bus contractor and advises the Superintendent and/or the Chief Financial Officer on road hazards for decision on school closing during inclement weather.
- Develops and administers a contractual and chartered program to meet all the requirements of the daily instructional program and extracurricular activities.
- Formulates the specifications to be incorporated in contractual agreements.
- Assists in the negotiation of bid awards and contracts.
- Authorizes purchases in accordance with budgetary limitations and district policies.
- Serves as liaison with parents for complaints and special requests.
- Develops recommendations for future transportation needs based on an annual survey of corporation administrators.
- Maintain various operational records for the effective monitoring of the programs.
- Takes an active role in solving discipline problems occurring on school buses.
- Provide School-based support and fulfills an adopt-a-school role on an annual basis.
- Maintains regular attendance and punctuality.
- Performs other duties as assigned.

OTHER FUNCTIONS

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

SUPERVISORY RESPONSIBILITIES

All assigned staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- All state laws and regulations regarding school transportation.
- Establishing bus routes for all the schools in the District, providing transportation service by the safest, most efficient and economical means and preparing and updating bus schedules for all the schools in the District.

Skill in:

- Using a computer and related software applications
- Using modern office equipment

Ability to:

- Ability to establish, and maintain effective working relationships with the public, parents, students and staff.
- Ability to supervise the planning, organization and revision of routes and schedules, to provide transportation service by the safest, most efficient and most economical means.

EDUCATION AND EXPERIENCE

Bachelor's degree or higher in business or educational administration. Three (3) years experience in dealing with transportation. Must have a minimum of one (1) year experience in the usage of VersaTrans routing software. Supervisory/administrative experience is desirable. Working knowledge of the principles, practices and methods used in scheduling a variety of school buses. Working knowledge of safe working habits, safe driving practices, traffic laws, ordinances and regulations. Demonstrated aptitudes or competence for assigned responsibilities. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described there are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

Required Testing

- Drug Test
- Pre-placement Medical Exam

Certificates & Licenses

- None

Continuing Educ./Training

- See Above

Clearances

- Fingerprinting/Background Clearance

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date _____