
Transportation - Coordinator of Transportation(Job Id 6647)

Location: Transportation

Post Date: 08/17/2021

Category: Transportation

Close Date: 09/17/2021

Salary: 50,856.00-56,433.00 USD

Description

Chesapeake Public Schools

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COORDINATOR OF TRANSPORTATION

GENERAL PURPOSE

This position performs difficult technical work instructing bus drivers and bus assistants in the transportation of students. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates bus drivers and assistants.
- Provides driver applicants with defensive driving techniques through road and classroom instruction.
- Reviews the Division of Motor Vehicles driving records of bus drivers on an ongoing basis.
- Coordinates assignments for substitute drivers and bus assistants.
- Assists in the creation and maintenance of safe and efficient school bus routes, utilizing computer routing.
- Reviews and maintains driver accident history records.
- Monitors road and weather conditions.
- Investigates vehicular accidents and/or incidents of vandalism involving school system owned vehicles.
- Assists in the evaluation of traffic hazards on the highway and at bus stop locations.
- Serves as the focal point for parent complaints regarding transportation situations.
- Acts as liaison between school administrators and bus drivers.
- Makes school bus ramp checks to ensure timely arrival of buses and accurate student count.
- Conducts field observations of bus driver to ensure compliance of all transportation regulations.
- Prepares reports on the cost of special transportation programs.
- Monitors special transportation programs to ensure compliance with regulations.
- Maintains records and files and prepares reports.
- Performs other related duties as required/assigned.

MINIMUM QUALIFICATIONS

- Any combination of education and experience equivalent to a Bachelor's Degree in Business Administration or a related field.
- At least two years of experience in pupil transportation. Supervisory work experience is required.
- Possession of or ability to acquire a Commercial Drivers License valid in the Commonwealth of Virginia.
- Possession of or ability to acquire appropriate license(s), certificate(s), and/or endorsement(s) for the position as required by the Commonwealth of Virginia and School Board.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the practices of school transportation methods and techniques.
- Knowledge of the hazards and safety precautions of pupil transportation operations.
- Knowledge of the methods and techniques used to train and instruct school bus drivers.
- Knowledge of computer software applications for word processing, spreadsheets, and database operations.
- Skill in planning and supervising the work of others.
- Ability to handle confidential information.
- Ability to establish and maintain effective working relationships with associates, parents, and the general public.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- The work environment is both inside and outside; the worker is subject to inside and outside environmental conditions, and noise.
- The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

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· Work requires climbing, kneeling, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.