



JOB DESCRIPTION

POSITION TITLE: COORDINATOR OF TRANSPORTATION

REPORTS TO: DIRECTOR OF AUXILLARY SERVICES

OVER-TIME STATUS: EXEMPT

PAY: \$70,689.00 - \$113,296.00 per year

JOB SUMMARY:

Performs difficult professional and administrative work supervising the overall school transportation system; does related work as required. Work is performed under the general supervision of the Director of Operations. Supervision is exercised over all transportation personnel.

ESSENTIAL DUTIES:

- Planning, scheduling and supervising the school bus transportation system;
- Observes on-the-road school bus operations for unsafe traffic situations and/or unsafe driving practices
- Responds, investigates and reports accidents involving School Board vehicles and buses
- Oversees the contracted maintenance for all School Board vehicles and buses
- Coordinates the scheduling of field trips
- Reviews and updates school bus routes and stops, publicizes routes and stops through newspaper articles and provides routes to building principals
- Oversees development and use of computerized routing system;
- Supervises the training of new bus drivers
- Makes recommendations on the purchase of replacement buses and vehicles
- Ensures that School Board, State and Federal school transportation regulations are met
- Files all local, State and Federal school transportation reports
- Establishes and monitors maintenance programs and cost control programs
- Oversees hiring, payrolls, purchasing, record keeping and filing system for Transportation

- Notify transportation personnel of drug testing

- Maintain record keeping of all VIN numbers and assignments of white fleet to PPS personnel authorized to drive PPS issued vehicles
- Maintain preventive maintenance (PM) records of PPS white fleet vehicles
- Prepares annual operating budget
- Determines feasibility of opening and closing schools during inclement weather
- Reviews and evaluates equipment specifications
- Performs related tasks as required.

JOB SPECIFICATIONS/PHYSICAL REQUIREMENTS:

Comprehensive knowledge of the principles and practices of school transportation; comprehensive knowledge of the hazards and safety precautions of large scale transportation operations; extensive knowledge of business practices applicable to transportation, familiar with garage management as it relates to DOE and DMV requirements for yellow and white fleet

vehicles; general knowledge of database management; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school administrators, officials, employees and the general public.

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; work requires climbing, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, noise, and vibration.

EDUCATION AND EXPERIENCE:

Any combination of education or work experience equivalent to a college degree; experience in transportation including supervisory and administrative experience; experience in general management and business processes.

Possession of an appropriate driver's license and CDL license valid in the Commonwealth of Virginia; possession of DMV certification as a 3rd party tester for CDL licensure

APPLICATION PROCEDURE:

All applicants please submit an on-line application at ppsk12.us/jobs along with supporting credentials.

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