
Transportation - Coordinator Pupil Transportation Services(Job Id 3729)

Location: Transportation

Post Date: 01/09/2019

Category: Transportation

Close Date: 01/21/2019

Salary: 48,594.00-57,740.00 USD

Description

Employment:

Transportation

Calendar Days:

260 Days (12 Calendar Months)

Educational Requirements:

Essential:

* Bachelor's Degree

Education equivalent experience:

Essential:

* Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration or related field. Experience in pupil transportation highly desired. Supervisory work experience is required. Work experience may be substituted for education.

Responsibilities:

- **Summary:**

Performs difficult technical work instructing bus drivers and bus assistants in the transportation of students; does related work as required. Work is performed under regular supervision.

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- **Responsibilities:**

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;

Investigate 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;

Conduct 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; prepare reports;

Performs related tasks as required.

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Other Information:

Thorough knowledge of the practices of school transportation methods and techniques; thorough knowledge of the hazards and safety precautions of pupil transportation operations; thorough knowledge of the methods and techniques used to train and instruct school bus drivers; ability to plan and supervise the work of others; ability to handle confidential information; establish and maintain effective working relationships with associates, parents and the general public. Extensive knowledge of computer software applications for word processing, spreadsheets and database operations.

Experience in pupil transportation highly desired. Supervisory work experience is required. Work experience may be substituted for education.

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.

Working Conditions:

Essential:

- * This is light work.
- * Exertion of up to 20 pounds of force.
- * Exertion of up to 10 pounds of force.
- * Work requires climbing.
- * Work requires kneeling.
- * Work requires reaching.
- * Work requires standing.
- * Work requires walking.
- * Work requires using fingers.
- * Work requires repetitive motions.
- * Vocal communication required to convey instructions.
- * Spoken word required for expressing/exchanging ideas.
- * Hearing required to perceive information at normal levels.
- * Visual acuity is required for determining accuracy of work.
- * Visual acuity is required for depth and color perception.
- * Visual acuity is required for night vision.
- * Visual acuity is required for preparing and analyzing data.
- * Visual acuity is required for peripheral vision.
- * Visual inspection involving small defects and/or small parts
- * Visual acuity required for operation of motor vehicles/equip
- * Visual acuity is required for observing surroundings.
- * Subject to inside environmental conditions.
- * Subject to outside environmental conditions.
- * Exposure to bloodborne pathogens possible.
- * May be required to wear personal protective equipment.

Contact Information:

Cherl-Lynn Hyater

757-547-0001

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Application Procedure:

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Your application will remain active for one calendar year in which you apply. You may update your profile by logging back into the online application system. Include any changes in address or telephone number.

Thank you for your interest in Chesapeake Public Schools. We look forward to receiving your application.