

COORDINATOR OF SCHOOL TRANSPORTATION I

DISTINGUISHING FEATURES OF THE CLASS: Coordinates a pupil transportation system within a school district involving the safe, efficient and economical transportation of up to 5,000 school children by contract carriers. Administrative procedures and responsibilities are performed as well as other related work as may be required. This position is distinguished from that of Director of School Transportation I by exclusive coordination with contract carriers rather than the operation of a bus fleet. General direction is received from a school administrator in carrying out policies and in establishing procedures. Supervision is not generally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and directs a pupil transportation system including transportation of handicapped students as well as transportation for educational, athletic or other special trips;
Develops routes and bus stops;
Prepares cost estimates and specifications for contractual bus service;
Responds to and resolves community complaints;
Coordinates safety training programs with the Town, Village and School Boards, PTA's, Police and other agencies;
Checks and approves all claims for payment;
Prepares preliminary budget estimates for the transportation program;
Attends and participates in district and department meetings and conferences;
Insures the proper maintenance of operating records;
Prepares related reports as required;
Evaluates safety programs and make recommendations for improvement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of practices and techniques of scheduling and dispatching school buses; good knowledge of the practices of school bus inspection; ability to write transportation service specifications and contracts; ability to present oral and written reports in clear and concise language; ability to establish and maintain cooperative relationships.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of paid administrative or management experience in the field of transportation, one (1) year of which must have involved passenger movement and one (1) year of which must have included planning vehicle routes and scheduling drivers. The specialized experience may be gained concurrently.

NOTE: A Bachelor's degree or higher in Business Administration, Public Administration or related field or a field related to transportation may be substituted for four (4) years of general experience.

R.C.D.P. (08.19.1993) 10.20.2015
Competitive

02.25.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.