

GENESEE COUNTY

TRANSPORTATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving the coordination of the various aspects of the school's transportation program. The duties involve preparing school bus routes and schedules for regular and special bus runs, preparation of required reports, and administration of the school's transportation budget. The work is performed under general supervision of a school administrator. Supervision is exercised over school bus drivers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Prepares bus routes for regular daily runs, including all public and non-public school students and B.O.C.E.S. vocational and special education students;
Determine student pick-up points and bus turn-around locations and maintain maps indicating these points on the routes;
Prepare and update bus schedules for daily routes;
Coordinate and schedule bus drivers for all extracurricular trips;
Supervise, train and aid in the recruiting of all transportation personnel;
Makes recommendations to the school administration regarding employment assignments, promotions, and other personnel matters involving transportation personnel;
May administer the school's transportation budget;
Coordinate the transportation services purchasing needs with the accounting office;
May assist in the preparation of State Aid transportation reports;
Assure that all State laws, rules and regulations are followed with regards to safety standards, and provide all necessary reports as required;
Develop a program of safety instruction for bus riders that meets state requirements;
Utilize computer programs to increase the efficiency of all operations of the transportation program;
Attend appropriate committee and staff meetings.
Performs automotive repairs on vehicles (including buses) as needed.

The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the operation of school buses; good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the geography of the area; ability to follow oral and written directions; ability to assign and oversee the work of others; ability to work well with others; dependability; ability to keep records and prepare reports; physical condition commensurate with the demands of the position.

CONTINUED.....

TRANSPORTATION COORDINATOR

Page 2

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND two (2) years of full-time paid experience in a position involving the coordination of vehicle maintenance and public transportation services.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 8/22/84

Revised 1/29/86, 3/11/86, 4/23/03

6/24/04, 3/20/19, 9/5/25