

CLIFFSIDE PARK SCHOOL DISTRICT

TITLE: **School Vehicle Coordinator**

REPORTS TO: Superintendent of Schools and School Business
 Administrator

WORK DAY/YEAR: 12 months.

The School Vehicle Coordinator is responsible for overseeing all transportation needs of the district including the supervision of drivers, maintenance off vehicles and scheduling of all in and out of district transportation.

General Responsibilities

1. Maintenance of all vehicles which includes adhering to all state and federal guidelines.
2. Maintaining a daily log of all runs.
3. Maintaining all driver information including licenses, certifications, driver records, violations (if any), etc. as per board policy.
4. Coordinates specific training for all drivers and bus aides.
5. Scheduling of all in and out of district runs.
6. Inventory control of all vehicles.
7. Carryout any other duties as per the Superintendent of Schools as related to above responsibilities.