

## **Cliffside Park Public Schools**

**Position:** Transportation Coordinator

**Terms:** 12 months

**Reports to:** School Business Administrator and Superintendent of Schools

**Qualifications:**

1. HS Diploma required. NJ Transportation Supervisors Certificate preferred.
2. Driver's License: Class B, Endorsements P,S.
3. Clear understanding of the role of the school transportation coordinator.
4. Knowledgeable in computerized communications and data systems.
5. Bilingual in Spanish preferred, but not required
6. Demonstrated positive problem solving, communication and interpersonal skills.
7. Ability to work with and direct staff in a positive and productive manner.

**Responsibilities:**

1. Coordinate a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepare daily bus routes and schedules for all students needing transportation both in and out of the district.
3. Prepare all extra-curricular and athletic bus schedules.
4. Assist in recruiting, training and the supervision of bus aides.
5. Review all time sheets for accuracy and assist in payroll reporting for all drivers and bus aides.
6. Maintain all district owned transportation equipment and develop plans for preventive maintenance.
7. Complete and submit all maintenance reports.
8. Monitor on a daily basis all driver in/out times and routes using bus routing software.
9. Prepare and administer transportation budget in conjunction with business administrator.
10. Investigate accidents, road failures, discipline problems and failure to follow safety standards.
11. Work with School Safety Coordinator to develop and monitor a program for preventive safety.
12. Work with School Business Administrator, Director of Special Services and School Principals in solving discipline problems occurring on school buses.
13. Recommend future equipment and personnel needs based on a survey of future student and equipment needs.
14. Maintain positive relationships with all staff, parents, students and staff.
15. Complete and submit all reports required by State, Federal and Board of Education.
16. Perform other duties as required by School Business Administrator and Superintendent.