



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **BUS COORDINATOR**

QUALIFICATIONS:

1. High School diploma or GED.
2. Should have one (1) year experience in school transportation services, including but not limited to, office work or school bus driver. New Jersey Department of Education Pupil Transportation Supervisors' Level 1 Certificate is requested.
2. Should have an understanding of State and Federal laws that regulate student transportation.
3. Must have knowledge of Microsoft Office programs, operation of the typewriter, computer input for student, school and routing information in order to schedule routes, students and department functions.
4. Must have strong organizational skills.
5. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.
6. Hours of work must be flexible which may include switching work hours for emergencies and inclement weather.
7. Must have the ability to maintain a positive work environment with strong interpersonal and communications skills, including delegation of duties, establishing work plan and setting goals for the department and its employees.
8. Must have ability to exercise independent judgment.
9. Must have ability to speak, read and write in English.

10. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Assistant to the Transportation Administrator and the Transportation Administrator.

JOB GOAL: To provide safe and efficient transportation for the students of Jackson within the established guidelines of Federal, State and local laws and policies.

PERFORMANCE RESPONSIBILITIES:

1. Shall assist the Assistant to the Transportation Administrator in the daily operation of the safe transportation of students and office activities. This includes assigning drivers, aides and vehicles for route coverage and maintaining appropriate paperwork.
2. Assume responsibilities of Assistant Transportation Administrator as specifically assigned when the Assistant Transportation Administrator is absent.
3. Coordinate, record, assign and distribute paperwork for all field, athletic and department trips. Obtain contractors for all trips and activities when needed.
4. Monitor and record accurate records of absenteeism. Maintain records on paper and in computer entry. Submit the information to the Personnel office.
5. Assist in approving and preparing payroll and extra time information. Submit payroll reports and information to the payroll department when needed.
6. Responsible to report, complete and file reports as required by the NJ State Department of Education and District Administration including accident and employee injury reports. Correspond with district personnel and insurance companies. Maintain complete file for school bus pre trip inspection reports and notify drivers and employees of missing information.

7. Computer operations include maintaining and updating information on all student transportation and information. Assign students to stops and buses. Supply information to the parents, drivers, aides and schools.
8. Shall input and maintain information for out of district students for special needs and non public schools.
9. Shall maintain, input and report appropriate and accurate files of data and information related to functioning of the Transportation Office.
10. Assist in scheduling and coordinating meetings, workshops, conferences, etc. as necessary to the operation of the Transportation Department.
11. Shall make phone calls, send and receive e mail messages answer the radio as directed.
12. Shall file, copy, sort and other office related duties. Sort and open incoming mail and prepare outgoing mail.
13. Shall type and maintain purchase order records. Record invoice information and submit for payment.
14. Shall maintain records of vehicle accidents and employee injuries and complete necessary forms as required.
15. Perform any other task assigned by the Transportation Administrator consistent with this job description.

TERMS OF

EMPLOYMENT: Twelve (12) month employee with salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY:

DATE:

REVISED: _____