

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Transportation Coordinator

QUALIFICATIONS:

1. Minimum school transportation experience as determined by the Board.
2. Knowledge of New Jersey laws and regulations governing school buses and pupil transportation.
3. Demonstrated skills in personnel management, route scheduling and cost containment.
4. Pass a criminal history review under the provision of P.L. 1986, C116.
5. Pass a physical examination in accordance with statute and Board policy.

REPORTS TO: School Business Administrator / Board Secretary

JOB GOAL: To provide effective and efficient school transportation services for the maximum benefit of member districts.

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements and evaluates a safe, effective and efficient transportation program to meet the needs of member districts.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Develops all bus routes, determines bus stops and pick-up times, provides for special education accommodations, and ensures compliance with bus capacity limitations.
4. Prepares and distributes DRTRS data to member districts.
5. Maintains all spreadsheets, data bases and computer software for transportation information.

6. Works with the Business Administrator to develop bid specifications and contracts for transportation vendors.
7. Responds to transportation inquiries from parents, transportation vendors and school officials and handles all complaints.
8. Prepares and disseminates reports and other documents as required.
9. Performs all other duties as may be assigned by the Superintendent or School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits established by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified supervisory staff.

Board Approved: 11/2/2005