

COORDINATOR OF TRANSPORTATION AND SCHOOL SAFETY  
(Harrison #1)

GENERAL STATEMENT OF DUTIES: Supervises student transportation for the Harrison School District and coordinates school safety plans in the District's six buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent for Business, the incumbent of this position is responsible for the planning and operation of a safe, efficient and economical system for the transportation of students. In addition, the incumbent is responsible for overseeing and coordinating the overall safety program and the District's response to emergency situations. Interaction and contact with parents, staff, building administrators and municipal/state personnel is an aspect of this position. Supervision is exercised over transportation personnel, Parking Attendants, Watchpersons and School Monitors.

EXAMPLES OF WORK: (Illustrative Only)

Determines eligibility of students to ride on school buses in accordance with the District's policy;

Determines routes to be followed by bus drivers, using applicable software (e.g., Transfinder);

Prepares all state transportation reports and maps of bus routes;

Oversees contract with bus company to insure all contractual provisions are met and delivered;

Supervises loading and unloading protocols of buses on school property;

Coordinates requests for transportation for after-school and extracurricular events pursuant to District policy;

Receives complaints related to transportation matters and responds accordingly;

Checks and inspects service and maintenance procedures for buses provided by the bus company;

Works with the bus company to investigate and respond to issues and incidents that arise on buses;

Coordinates training and safety classes for bus drivers and/or bus monitors with the bus company;

Assesses traffic patterns on district property and makes appropriate adjustments to ensure student/public safety;

Drafts specifications for transportation bids from private companies and other procedures prior to signing of contract;

EXAMPLES OF WORK (Illustrative Only) (continued)

Recommends tentative budget for transportation and school safety;

Works in conjunction with other school personnel in developing and maintaining school safety plans;

Coordinates emergency dismissal drills with school personnel and schedules necessary number of emergency drills as prescribed by SED;

Supervises and provides training to School Monitors Parking Attendants, and Watchpersons to promote school safety and security;

Represents the District at transportation and school safety seminars and training workshops;

Makes recommendations to central office and/or building administrators to improve school safety;

Plans building/District response to safety, security and other issues;

Reviews traffic patterns in school parking lots and works with municipal officials in points of access/egress or safety issues;

Acts as a liaison to the school resource officers in the high school and middle school and reports to the Superintendent;

Coordinates and practices emergency dismissal; communications with parents, provision of emergency transportation and building administration/staff responses to situations;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and practices involved in managing school bus operations; good knowledge of local geography and traffic conditions; knowledge of school safety issues; knowledge of the principles, practices, and techniques employed in establishing and maintaining building safety and security; knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action; ability to use software to route bus runs; ability to develop and implement school safety plans in conjunction with others; ability to plan and supervise the work of others; ability to prepare reports; ability to establish and maintain effective working relationships with school district officials, building administrators, district employees and the general public; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years of work experience where the primary function of the position involved transporting individuals from one location to another (1.e., driving a school bus, bus, van, etc.), two years of which were in a supervisory or administrative capacity; or (b) four (4) years of work experience in the transportation industry which involved risk management, safety and/or security issues, two years of which were in a supervisory or administrative capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Note: College credits from a recognized college or university may be substituted at the rate of 30 credits for each year of the above work experience up to a maximum of two year's experience. College credits may not be substituted for the two (2) years of supervisory experience specified above.

SPECIAL REQUIREMENT: Within one year of appointment, must possess and maintain 19A certification issued by the New York State Department of Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.