

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATOR OF TRANSPORTATION LOGISTICS

POSITION: Coordinator of Transportation Logistics

REPORTS TO: Director of Transportation

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is an administrative position. The employee is responsible for coordinating and supervising various parts of the student transportation system for the St. Mary's County Public Schools. This person must have the ability to communicate well, both verbally and in writing, to community members, parents, site administrators, and state and local agencies.

ESSENTIAL FUNCTIONS:

- Assist the Director of Transportation with the general operations of the Department of Transportation (DOT) for St. Mary's County Public Schools;
- Handles communications with parents, concerned citizens, site administrators, bus contractors and bus drivers regarding bus routes, bus stops, and other student transportation issues. This individual should have the working knowledge of school operations similar to those of a principal or assistant principal;
- Supervises the planning and scheduling of Special Needs bus routes;
- Supervises all database operations, ensuring required records are maintained and reports are submitted on time;
- Coordinates and determines the planning and scheduling of regular education school bus routes;
- Reviews and verifies all bus contractor payments;
- Monitors weather conditions that might affect safe transportation of the students and advises the Director of Transportation of problem areas, including driving a predetermined route to personally verify weather conditions;
- Advises the media of school closings or changes in schedules;
- Provides information to the general public on transportation schedules, policies and regulations;
- Assists the Director of Transportation in advising employees and school personnel regarding transportation schedules and programs;
- Provides recommendations to schools regarding student discipline issues;
- Assists in supervising school bus drivers and attendants. Observes on road performance and makes recommendations. Assists in interviewing and screening applicant; and
- Assist with bus driver complaints.

DUTIES AND RESPONSIBILITIES:

- Considerable knowledge of safety standards, rules, and regulations pertaining to school bus operations;
- Ability to make observations of bus driver and bus attendant performance and to make recommendations based on objective observations;
- Ability to establish and maintain effective working relationships with bus drivers, attendants, school officials, representatives of county and state agencies, and the general public;
- Ability to work at various times of the day as assigned by the Director of Transportation;
- Supervise duties of Transportation Specialists and other assigned transportation staff;
- Attends meetings as assigned;

- Responsible for implementation and oversight of the bus camera systems;
- Creates and edits bus routes as necessary;
- Reviews bus stop requests and communicates with final determination;
- Assists in arranging and overseeing various school system meetings and events;
- Responsible for chairing Accident Review Committee meetings;
- Have knowledge of all information on computers and transportation software, the school system's networking programs, including programs and software, which is necessary to operate an efficient DOT;
- Reviews and updates Transportation manuals and/or handbooks;
- Handles all types of emergency situations involving the role of the DOT;
- Ability to operate bus routing software;
- Report to school bus accident scenes and be the school system's representative in-charge; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Possess a Bachelor's Degree (or equivalent) with two (2) or more years of experience in school administration and school transportation or closely related work: or any combination of experience and training that would provide equivalent experience;
- Ability to communicate effectively, both orally and in writing;
- Must possess good customer service skills;
- Must possess good knowledge of computer systems; and
- Commitment to obtain necessary transportation certificates as required.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA