

JOB DESCRIPTION**JOB TITLE:** Assistant Transportation Coordinator – Educational Cooperative**GENERAL DESCRIPTION:**

Coordinate and manage county-wide transportation cooperatives and jointures to provide an efficient cost effective county-wide transportation service.

QUALIFICATIONS:

NOTE: All new employees must pass a criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- Minimum of three (3) years' experience in related field preferred.
- Demonstrated leadership ability.
- Excellent interpersonal and collaborative skills required.
- Knowledge of state and local laws, rules, regulations, policies and procedures dealing with public school bus operations.
- Knowledge of geography of jurisdiction for school districts.
- Knowledge of safety precautions followed in dealing with children with specialized transportation needs.
- Ability to organize, assigned work and develop effective working procedures.
- Ability to handle detailed and complex correspondence and to establish and maintain needed records and files.
- State of NJ school transportation contracts/reporting knowledge.

REPORTS TO: School Business Administrator or Designee**PERFORMANCE RESPONSIBILITIES:**

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties.


1. Plans and coordinates bus routes and makes adjustments in schedules or pupil assignments when necessary.
2. Prepares budget recommendations in budget categories necessary to effectively facilitate the running of the Educational Cooperative office.
3. Maintains communication between all parties involved in pupil transportation, including county office personnel, school principals, administrative personnel, child study teams, district transportation specialists and bus contractors.
4. Provides assignment and instruction to staff and personnel involved in public transportation.
5. Complies and prepares complex transportation reports and records for submission to Business Administrator, Superintendent of Schools, Executive County Superintendent and State Department of Education.
6. Investigates and reports all accidents involving school buses to the Executive County Superintendent of Schools.
7. When appropriate, recommends personnel adjustments to contractors and administrative personnel based upon Co-op policy.
8. Shall professionally handle detailed correspondence to maintain needed records and files for the Educational Cooperative.
9. Receipts in all transportation service requests. Reviews necessary transportation services request against established routes and either places request on an existing route or provides necessary data to quote/bid a new route with input from Transportation Specialist.
10. Will be required to utilize various types of electronic and/or manual recording and information

6/27/22
agenda ✓

- systems used by the district, office, or related units.
11. Act as liaison between participating school districts and vendors or consultants.
 12. Solicit quotations and assist in producing bid specifications or request for proposals as needed for all school bus transportation services.
 13. In collaboration with the Cooperative Staff, provide billing services to participating members.
 14. Performs all other duties as assigned by the School Business Administrator.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Support Services Association (MSSA) and/or past practices of the district.

APPROVED BY:  Tony Lawson

Richard Davidson 

DATE: 6/21/2022