



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### COORDINATOR, TRANSPORTATION

#### GENERAL RESPONSIBILITIES

Under the leadership of the Executive Director of Transportation and Fleet Management Services, the position is responsible for coordinating a variety of key functions, including training programs for staff, drug and alcohol testing programs, managing student discipline on buses, and managing assigned bus routes to ensure safe and efficient transportation services.

#### ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

##### *Recruitment, Training and Licensing*

- Oversee the recruitment, selection, and training of new employees for the Office of Transportation Services.
- Develop and implement in-service training programs in accordance with state and local regulations; design and develop training materials and videos; approve payment for trainers and trainees.
- Work with the Department of Human Resources to maintain training records and review new applicants.
- Coordinate the bus driver training program and the tracking of the training progress of applicants.
- Oversee the process of assisting individuals in obtaining the appropriate license to operate a school bus or van.
- Collaborate with area supervisors in conducting annual evaluations of bus drivers, assistants, and assigned staff.

##### *Safety and Compliance*

- Perform on-road observations of school bus drivers; correct unsafe traffic situations and driving practices.
- Review and maintain school bus driver accident records and DMV transcripts for all personnel who operate a school bus.
- Administer the United States Department of Transportation drug and alcohol-testing program.
- Assist school principals in establishing school bus evacuation drill programs.
- Resolve and/or recommend solutions to incidents, complaints, and accidents.
- Respond to vehicular accidents and incidents of vandalism.
- Participate in accident review board meetings.
- Remain current on state and federal regulations.
- Contribute to an annual review of the Bus Driver's Operations Manual and update as needed.

##### *Operations and Logistics*

- Oversee the preparation of efficient bus routes, schedules, and pupil stops for all students, tabulate student counts and busloads.
- Monitor road and weather conditions.
- Foster positive relationships with the community and schools; communicate with parents and community members regarding student transportation.
- Assist building administrators with handling student discipline problems on school buses.
- Attend school board meetings as required
- Perform related work as required.

##### *Special Education Transportation*

- Administer and organize transportation programs for all students, including those with disabilities, to ensure compliance with VBCPS policies and adherence to state and federal laws.
- Work with area supervisors to ensure all Individualized Education Program (IEP) requirements are met.
- Coordinate with the Office of Programs for Exceptional Children, schools, and parents to ensure all IEP requirements and equipment needs are fulfilled.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge of the principles and practices of school transportation. Must have a comprehensive knowledge of the hazards and safety precautions of large-scale operations, and business practices applicable to transportation. Must have the ability to plan and supervise the work of others and establish and maintain effective working relationships with school officials, associates, parents, and the public. Must have skills necessary to communicate in both oral and written format and handle various situations with diplomacy.



## **EDUCATION AND EXPERIENCE**

**Required:** Bachelor's Degree and experience in pupil personnel transportation management, including the supervision of staff.

**Preferred:** Progressive Pupil Transportation experience, and knowledge of or experience with U.S. Department of Transportation (USDOT) drug and alcohol testing regulations or Entry Level Driver Training regulations, both regulated by the Federal Motor Carrier Safety Administration (FMCSA).

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, fingering, and driving. Occasional walking, standing, bending, climbing, grasping, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as fumes, smoke, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **SPECIAL REQUIREMENTS**

- Possession of a valid commercial driver's license (CDL) with Class B, and S, P and Air Brake endorsements within 90 days of employment.
- Complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within 90 days of employment.
- Regular and reliable attendance is an essential function of this position.