

AMENDED

**ASSISTANT COORDINATOR
TRANSPORTATION DEPARTMENT**

The Assistant Coordinator oversees the operation of permanently assigned and substitute personnel engaged in operating a school bus and/or assisting on a school bus, used to transport students. Performs scheduled weekend on-call duties, oversees field trips (curricular and extra-curricular) along with associated allocations and other related work as required. Essential functions include, but are not limited to the following:

- Supervises day to day driver/maintenance operations and ensures all subordinates maintain compliance with state, local and county law/ regulations regarding the operation of a school bus;
- Participates on interview panels for hiring of school bus drivers and transportation assistants;
- Participates in pre-service and in-service compliance training for drivers and assistant personnel; Oversee and conduct Driver Training Programs for new hires;
- Review new roads/stops for routing of school buses as directed; (Must become proficient with VersaTrans Route Scheduling Software System and Trip Tracker software/applications)
- Performs periodic visits to assigned schools in an attempt to assess quality of service being provided; assessment should include: safety, student conduct, effectiveness, timeliness and satisfaction;
- Assists in the assessment of weather and road conditions and makes recommendations to the Coordinator of Transportation regarding the need for a school delay, closing or early release;
- Conduct/assist with accident investigations involving school buses and all Jefferson County School vehicles; Assists in the completion of insurance, accident reports and associated paperwork with vehicle accidents;
- Schedules and conducts required employee evaluations as assigned by the Coordinator of Transportation;
- Assists in the preparation/review of all invoices and payroll submissions as directed;
- Administers counseling and corrective disciplinary actions as required to employees and students;
- Assists in the monitoring of expenditure controls, school allocations and the preparation and monitoring of yearly budget;
- Maintains certifications to serve as a substitute driver/assistant when needed;
- Interpret and enforce policies, procedures and work rules for drivers and assigned staff,.
- Assists with all applications of Special Transportation Needs;
- Other duties as assigned.

QUALIFICATIONS: Thorough knowledge of State and local laws and regulations regarding pupil transportation; thorough knowledge of the rules, regulations and procedures of proper and safe operation of school buses; thorough knowledge of required service level, routes, schedules, available equipment and drivers; thorough knowledge of accident investigation procedures; ability to prepare, conduct and supervise classroom and behind-the-wheel training programs; ability to communicate effectively orally and in writing with the public, administrators and subordinates; ability to plan, organize and direct the work force. Bachelors degree from an accredited four-year college or university. Minimum administrative and/or supervisory experience two years (2) or five (5) years in school bus operations. Supplemented courses in highway safety and employee training is preferred. Masters Degree in School Administration is preferred.

SPECIAL REQUIREMENTS: Must possess a valid Commercial Drivers License (CDL) issued by the State of West Virginia, with school bus, air brakes and passenger endorsements and WV School Bus Certification or be willing to obtain the CDL within 12 months of hire date. Must have completed all driver training sessions or be willing to attend and complete training within 12 months of hire date.

PHYSICAL CONDITIONS AND NATURE OF WORK: Work is typically performed between an office and an open bay bus maintenance facility. Frequent bending, stooping, sitting, typing and computer/keyboard usage is necessary. Occasional travel throughout all County roads during early morning hours and during the day in inclement weather is required. Frequent contact with bus maintenance employees is required. Frequent personal contact with parents, students and general public is required. These contacts may require considerable diplomacy, tact and discretion. Regular meetings with principals and school administrative staff are necessary.

SALARY: Based on Professional Salary Scale.