**POSITION SPECIFICATION**

**POSITION TITLE:** **Transportation Coordinator**
**POSITION CLASSIFICATION:** **Non-Exempt Employee**
**SALARY RANGE:** **$18.00 – $19.01 per hour**

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**QUALIFICATIONS:**

Minimum of High School Diploma. Excellent working knowledge and/or work experience related to NYS Laws and Regulations for School Bus Drivers and Monitors. Experience in supervision is preferred. Experience working for a human service agency is preferred. Individuals should have a clean valid CDL with P & S endorsements, NYS driver's license, 19A physical and own transportation. Computer knowledge in Microsoft Word, Excel, emails, and internet search is needed. Clearance from New York State Criminal Background and New York State Child Abuse and Maltreatment is required as well as a pre-employment physical and tuberculin screening and every two years thereafter.

**POSITION SUMMARY:**

Supervise Bus Drivers and Bus Monitors**.** Oversee and monitor Head Start transportation regulations ensuring that all state and local requirements are also being adhered to. Supervise Drivers and Monitors employed by Head Start. Work with peers cooperatively and serve as a resource for staff to provide quality services to the children and families enrolled in the program. Must have ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Address and deal with problems involving several concrete variables in standardized situations. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

**SUPERVISOR:** The Transportation Coordinator is directly responsible to the Head Start Assistant Director and Head Start Director.

**CRITICAL ELEMENTS:**

1. Respect and maintain confidentiality of the Agency, its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Be able to make sound decisions necessary in emergency situations.
3. Follow the agency's policy and procedures as a Mandated Reporter of child abuse/maltreatment and ensure compliance with all Performance Standards and Day Care Regulations as pertains to transportation as well as other service areas.
4. Ensure compliance with D.O.T., and N.Y.S. D.M.V. to meet all 19A regulations using DMV online account.
    a. Maintain professional relationships with (2) Certified 19A examiners. Track and coordinate all appointments for driver 19A recerts and maintain driver 19A hardcopy files to meet DMV 19A file regulations.
5. Perform on-the-road observations a minimum of two times a year with all transportation staff.
6. Complete all required paperwork related to transportation regulations on new Drivers.

    a. Provide up-to-date training for Drivers and Monitors on an ongoing basis, including services to children with disabilities. with the assistance of the Disabilities Coordinator.
7. Present transportation and pedestrian safety training as well as other pertinent regulations to staff as required in Performance Standards.
    a. Coordinate and/or conduct transportation and pedestrian safety education for children and families when needed.
8. Approve and review fixed routes to ensure they indicate all required details according to all regulations.
9. Monitor required reports from transportation staff weekly and submit required reports on time with accuracy to the Head Start Director, CDP Executive Director (as appropriate) and DOT inspector.
10. Annually perform FMCSA clearinghouse queries on all drivers and prospective drivers as required.

**GENERAL RESPONSIBILITIES:**

1. Take part in the inspection of new vehicles at the time of delivery.
    a. Assign buses for use.
2. Attend and participate in Admin meetings as a team player.
    a. Have the ability to write routine reports and correspondence.
3. Apply common sense understanding to carry out instructions furnished in written and oral form. Assist Head Start Director in the preparation of reports, when necessary.
4. Work with the Head Start Director to coordinate and oversee the Alcohol and Substance Abuse testing program for DOT compliance.
    a. recognize signs of drug or alcohol use.
5. Coordinate transportation resources with other Human service agencies in the community, whenever possible.
6. Review and update the Transportation Plan annually.
7. Attend appropriate training, on-site, cluster, state-wide, and regional as well as out-of-county/overnight training.
8. Maintain a professional relationship with the current vehicle repair and maintenance garage to confirm bus and other CDP vehicles are safely maintained, DOT inspected, monitor expenses, and record keeping.
    a. Work cooperatively with other vehicle repair shops used in emergency situations in overseeing preventive maintenance, vehicle repairs, and record keeping.
9. Substitute drive as needed and upon availability.
10. Assist Transportation staff in completing training logs.

This job description is not intended to be all-inclusive. The Transportation Coordinator will perform other reasonable related business tasks/duties as assigned by the Director, Assistant Director and/or assigned in the Transportation Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

**Revised:** February 23, 2023
**Policy Council Approval:** March 8, 2023
**Board of Directors Approval:** March 15, 2023