

**Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331
860-546-6950**

May 7, 2021

2021-2022 School Year

CPS Part-time Transportation Coordinator

This position is under the direction of the Director of Finance and Operations and the Superintendent of Schools. The transportation coordinator will supervise the bus drivers and manage the bus drivers' personnel records. This position will establish and maintain bus routes for a smooth transition of child pick-up and drop off. The coordinator will also need a valid bus driver's license.

The minimum qualifications will be a high school diploma with five (5) years experience in the transportation field or an associate degree in management with experience in bussing preferred. Please see attached job description for all performance responsibilities. The candidate must have a good driving record and work ethic; management of personnel and resources and knowledge of laws affecting pupil transportation required.

Job description attached.

Please send letter of interest to:

**Steven Rioux, Superintendent of Schools
45 Westminster Road
Canterbury, CT 06331**

Closes: Tuesday June 1, 2021

TITLE: TRANSPORTATION COORDINATOR

QUALIFICATIONS: High school diploma with five-years' experience in the transportation field or an associate degree in management with experience in bussing preferred.

- Holds an appropriate CDL with required endorsement
- Has a satisfactory driving record
- Meets state and local physical requirements
- Meets state and local standards for driving test
- Management experience of personnel and resources.
- Knowledge of laws affecting pupil transportation.
- Good work ethics.
- Possesses the following personality characteristics:
 - Patient with children.
 - Emotional stability; not easily given to excitement or anger.
 - Understanding and tolerant of others.
 - Agreeable and compliant; not highly aggressive.
 - Not inclined to take chances.
 - Able to accept responsibility for own actions.

REPORTS TO: Finance Director and Superintendent of Schools

SUPERVISES: Bus Drivers, Bus Monitors

PERFORMANCE RESPONSIBILITIES:

This description is not intended to be an exhaustive list of all duties or abilities associated with this classification, but a reflection of the principal job elements.

- Implements and administers the policies of the Canterbury Board of Education.
- Assists in the development of transportation policy.
- Works with administrators, drivers, bus mechanic, parents and students to improve the school transportation operation.
- Recruits and trains (or arrange for the training of) drivers, supervise transportation personnel and make recommendations on their employment.
- Determines bus routes and adjusts them as needed. Keep a transportation map of all routes. Determine bus time schedules, students to be picked up at each stop and hazardous walking areas. The coordinator will distribute schedules to drivers, principals' offices and central office.

- Cooperates with school principals and others responsible for planning field trips and transportation of the sports team. Also responsible for the billing of all fields trips and sports trips.
- Acts as a liaison with the town's public works director and the superintendent for consultation on road hazards and for decisions on school closings during inclement weather.
- Arrange for substitute bus drivers as needed.
- Ensures that "Monthly Inspection Reports" reflect the actual condition of the busses.
- Stores and securely handles storage of bus videotapes.
- Works cooperatively with the superintendent to ensure that busses are well maintained.
- Prepares and collects hourly timesheets for payroll; and then distributes payroll on appropriate day.
- Annually evaluates bus drivers and bus monitors.
- Performs other related duties as assigned by administration.

TERMS OF EMPLOYMENT: This is a twelve month (12) position which is excluded from the provisions of the negotiation procedure. The salary range will be established by the Board of Education and according to such statutes as may apply.

EVALUATION: This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

Revised by BOE: June 12, 2018

Date