

TITLE: ~~SCHOOL ATHLETIC DEPARTMENT BUS DRIVER/~~
TRANSPORTATION COORDINATOR

QUALIFICATIONS

:

1. A valid class B CDL license with a **School Bus certificate** and passenger endorsement and air brake endorsement (if vehicle is equipped with air brakes), a ~~DPU School Bus Driver Certificate~~, as well as any state or local requirements.
2. Evidence of safe driving records and methods.
3. Ability to operate a school bus / **van** over designated routes.
4. General mechanical knowledge and ability
5. Effective communication skills with parents, administrators, and the general public regarding a variety of aspects of assigned activities.
6. Accuracy in maintaining records.
7. Ability to understand and follow oral and written communications.
8. Ability to establish and maintain cooperative and effective working relationships with others.
9. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members and with the larger educational community.
10. Knowledge and observation of legal and defensive driving practices.
11. Knowledge to perform basic computer tasks and skills.
12. ~~Capability to operate a smartphone device for text messaging and email for constant and immediate communication.~~
13. Such alternatives to the above qualifications as the School Department may find appropriate and acceptable.

REPORTS TO: ~~Director of Athletics-~~ **School Business Administrator**

JOB GOAL: To provide safe and efficient transportation **for the students of Plymouth Public schools** so that students may enjoy the fullest possible advantage of **their education, as well as both athletic and extracurricular programs.** ~~from the district's athletic curriculum and extracurricular programs.~~

GENERAL STATEMENT OF DUTIES

Under the minimal supervision of the ~~School Business Administrator Athletic Directors~~ the ~~School Bus Coordinator~~, an efficient, effective student transportation program. Coordinator prepares and maintains weekly ~~bus~~ driver schedules for ~~Home to School / School to Home Routes~~, ~~both Athletics and District Field Trips~~ ~~busing~~; monitors the daily on-road performance of the ~~bus~~ drivers; drives school buses / vans as needed; ~~prepares payroll; coordinates fleet maintenance with vendors; coordinates transportation of students with outside vendors~~; and does related work as required.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Create, plan, schedule, and coordinate all routes for maximum efficiency and service.
2. Assign, direct, and monitor drivers and routes.
3. Supervise and evaluate ~~bus~~ drivers.
4. Conduct bus driver training and safety programs.
5. Attend meetings and remain current concerning rules, regulations, policies, and laws.
6. Identify needs and coordinate fill-in or substitute ~~bus~~ drivers.
7. Serve as emergency contact in the event of mechanical or scheduling issues/problems.
8. Ensure that ~~the fleet is buses are~~ in good working order.
9. Identify, perform and/or schedule general maintenance and repair needs. Deliver ~~fleet vehicles buses~~ to repair facility for maintenance and repair needs.
10. Maintain files for the purpose of providing documentation for audit purposes and meeting department, state, and federal requirements.
11. Investigate any accidents involving school buses ~~or vans~~. Report all accidents to the police, ~~School Business Administrator~~, Superintendent's Office, Building Principal, and Athletic Directors as appropriate per procedures outlined in the School Bus Accident Policy. Complete required reports for immediate submission to the ~~Superintendent's Office School Business Administrator's Office~~.
12. Perform duties of a ~~bus driver~~ ~~as needed on a daily basis~~.
13. Transport only authorized students and/or chaperones, coaches, or other authorized passengers as appropriate.
14. ~~Invoices for services provided and tracks/invoices individual student costs as necessary.~~
15. ~~Coordinates transportation for students with outside vendors as needed that the district is not able to provide.~~
16. Performs such other tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: 8 hours per day; 200 day work year.
EVALUATION: Performance of this job will be evaluated annually in accordance with procedures established by the School Committee for unaffiliated personnel.
SALARY: Per current School Department salary and benefits schedule for unaffiliated personnel.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**PLYMOUTH
SCHOOL COMMITTEE**

INFORMATION: December 16, 2024
DISCUSSION: _____
APPROVED: _____