

# Transportation Coordinator Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES  
**Classification:** Competitive  
**Approved:** 10/2022 by RP  
**Revised:** 11/2023  
**By:** RP, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

1. Possession of a bachelor's degree AND one year of full time paid (or equivalent part time and/or volunteer) experience in Bus driving, transportation department business operations, scheduling, dispatching, automotive repairs, or maintenance, etc. OR
2. Possession of an associate's degree AND three years of full-time paid (or equivalent part time and/or volunteer) experience in Bus driving, transportation department business operations, scheduling, dispatching, automotive repairs, or maintenance, etc. OR
3. Graduation from high school or possession of high school equivalency diploma AND five years of full time paid (or equivalent part time and/or volunteer) experience in Bus driving, transportation department business operations, scheduling, dispatching, automotive repairs, or maintenance, etc.

**SPECIAL REQUIREMENTS:** At time of appointment, possession of the appropriate level New York State CDL Driver's License with School bus endorsement for full size bus that satisfies the requirements for school bus driver as set forth in the rules and regulations of the New York State Commissioner of Education, State Education Law and the Vehicle and Traffic Law; AND possession of either a) Chapter 19A certification or b) Certification as a bus driver trainer (SBDI). Within one year of hiring, candidate must possess both certifications.

Additional consideration may be given to the candidates that fulfill all special requirements at time of application.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:** The Transportation Coordinator will serve as a crucial liaison between various transportation departments that support the BOCES campus and stakeholders, including parents, students, teachers, and school administrators, ensuring the seamless operation of transportation services.

This position holds responsibility for delivering COSER services to component school districts by aiding school transportation personnel in navigating a range of transportation-related challenges. Key responsibilities include: facilitating, coordinating, and conducting mandated trainings in accordance with New York State (NYS) regulations. These trainings encompass pre-service and basic courses for new drivers, monitors, and attendants, advanced courses for experienced drivers, classroom training for new drivers preparing for DMV written tests, as well as training sessions for school bus aides and monitors. The successful candidate will assist in conducting pre-audit reviews of 19-A files to ensure compliance, offering consultation and information on safety-related transportation matters.

The Transportation Coordinator will also organize and oversee periodic Transportation Supervisor meetings, provide behind-the-wheel training, assist in conducting 19-A testing and maintaining records for component schools as needed.

Furthermore, the Transportation Coordinator will play a pivotal role in keeping all school districts within the TST Transportation Service informed about developments impacting pupil transportation in NYS. Proficiency with social media and other technical communication tools is essential.

The work is performed under the general supervision of the Director of Facilities or assigned designee. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Prepares and implements on campus rules and regulations;
- Maintains liaison with various school district's transportation departments, parents, students, teachers and school administrators;
- Receives, reviews and resolves any complaints regarding service;
- Oversees and assists in the enforcement of rules of behavior that apply to student riders during BOCES sanctioned trips and refers serious problems to a principal;
- Reviews all bus routes, stops, and scheduling of buses to obtain optimum efficiency;
- Prepares state transportation reports;
- Supervises arrangements for special trips;
- Attends various meetings as a representative of the TST BOCES Transportation Services;
- Assists, coordinates and/or conducts all NYS mandated bus driver/monitor/attendant trainings;
- Assists, coordinates, and/or conducts classroom training for new drivers preparing for DMV written tests;
- Assists, coordinates and/or conducts pre-service training for new drivers/monitors/attendants;
- Assists with audits on 19-A driver files prior to DMV audits to ensure records compliance;
- Provides driver abstracts as needed;
- Provides consultation and information regarding safety related transportation issues;
- Coordinates periodic component school district Transportation Supervisor meetings; Conducts routine behind-the-wheel training for new school bus drivers;
- Conducts routine 19-A required testing and record keeping;
- May be required to conduct non-routine emergency behind-the-wheel training for new drivers;
- May be required to conduct non-routine emergency 19-A driver testing and record keeping;
- May operate a school bus.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of a typical NYS school district's transportation methods, operations, and training requirements with a strong commitment to school transportation safety;
- Working knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioners of Education and Motor Vehicles;
- Working knowledge of the principles of pupil transportation;
- Ability to plan and deliver required NYS trainings and educate participants on all aspects of safe student transportation;
- Working knowledge of the geography of the BOCES area;
- Working knowledge of business arithmetic and English;
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- Ability to carry out complex oral and written documents from a variety of sources;
- Ability to keep records and prepare reports;
- Tact, good judgment, and dependability are all required traits;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.
- Must possess the ability to work with a diverse population.

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