

BUS COORDINATOR JOB DESCRIPTION

The job of Bus Coordinator was established for the maintenance of the Buses, working with individual drivers, working with the Athletic Director, and reporting to the Superintendent. Determining route assignments and working with parents are also required. The immediate supervisor is the superintendent.

Responsibilities:

23. Determine daily maintenances that is needed on Buses.
24. Provide input to the Superintendent additional attention needed that cannot be resolved on site.
25. Work with individual drivers concerning route, maintenance, driving concerns, student issues, and cleanliness of bus.
26. Support policies and guidelines of the Tioga School District.
27. Ensure that drivers "punch in" or in the case of those who drive from home, submit a timecard with the dates and times written in. Card must be signed by driver and initialed by Bus Coordinator.
28. Delivers buses to and from Tioga that need repair or maintenance. If a conflict arises and Bus Coordinator cannot fulfill this duty, make other arrangements.
29. Report issues with buses, drivers, parents, and/or students to the superintendent or the building principal.
30. Work with the athletic director in determining which Buses will be used for activities. Ensure that buses have fuel and are ready for a trip. Make arrangements for keys.
31. Report to athletic director buses that have been returned without the trash and student belongings taken out, any damage to bus, etc.
32. Assists superintendent with annual professional development training.
33. Coordinates annual safety inspection.
34. Provide input to Superintendent concerning purchase and surplus of buses. Assist teachers and staff members when needed.
35. Work as a team member with staff.
36. When appropriate, report student-created problems to the building principal and/or superintendent.
37. Take initiative and pride in daily work.
38. Assist staff members when help is needed in a friendly, timely manner.
39. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

End of Tioga PSD #15 Administrative Regulation DBCB-AR7.....Reviewed/Revised: 09/25/2017