

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:**    **TRANSPORTATION COORDINATOR**

**DIVISION:**    Early Childhood Development

**PURPOSE:**    Provides efficient and safe transportation services to children and families engaged in the Head Start program.

**QUALIFICATIONS:**

Education:    Bachelor's Degree in Business/Logistics/Communications or related field.

Experience:    Two (2) years of experience in developing and coordinating services related to transportation functions, preferably in a school setting.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgement
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate others
- f. Machine operation could include calculator, telephone, photocopier, computer, fax etc.
- g. Equipment operation could include agency car or truck, van or bus
- h. Knowledge of State and Federal Transportation Regulations
- i. Knowledge of State and Federal School Transportation Regulations
- j. Knowledge of Head Start Performance Standards regarding transportation

**REPORTS TO:**    Transportation Manager

**SUPERVISES:**    No direct reports but responsibility to direct employees as set forth below in responsibilities.

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur frequently.

Physical Effort: Medium physical effort (up to 30 pounds) in a predominantly sitting position.

Confidential Information Used: Personnel related information, family economic information.

Special Demands: Driving and potential eyestrain.

Special Requirement: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Write and implement plan for transportation services outlining procedures for, but not limited to:
  - Vehicle evacuation drills
  - Safe and responsive routes
  - Emergency situations
  - Vehicle incident forms
02. Monitor, schedule and evaluate bus monitors.
  - Observe/evaluate bus monitors and provide evaluation input to PFCE Manager.
  - Provide training and support to bus monitors who fail to perform their duties in accordance with procedures.

- Report to supervisors and managers details of bus monitors, other employees and contracted employees who violate any Head Start policies and State and Federal Transportation procedures and communicate any violations of Head Start policies and procedures to the appropriate management member and provide input as requested
- 03. Coordinate bus routing.
  - Develop routes and pick-up/drop-off times.
  - Approve changes in pick-up/drop-off sites and times.
  - Meet with ERSEA and PFCE Areas regarding placement.
  - Work with CDE & Health & Safety Managers to ensure adequate transportation service is provided to children with disabilities and special needs as necessary.
  - Arrange and coordinate transportation for children on outings, field trips, and socializations, dental clinics and trainings, and staff events as necessary
  - Monitor monthly vehicle and on site drills as necessary.
  - Monitor and review Bus Monitor documentation for program retention
  - Drive out to bus stops or “drive through” bus runs before approval.
  - Collaborate with contracted bus company regarding scheduling, stops, and bus maintenance on an ongoing basis.
  - Meet with bus monitors to ensure safety procedures are being met and routes are efficient.
- 04. Maintains accurate records.
  - Maintain timesheets, travel log and ongoing paperwork
  - Compile statistical data related to transportation
  - Document parent/family communication and data using data base management system
  - Tracks bus delays, breakdowns, and calendar days to reconcile invoices.
- 05. Provide oversight of the administration and monitoring of the Zonar System.
  - Communicate with Zonar Customer Care with repair or monitoring issues
  - Instruct staff on how to properly manage rider tracking and Z-Pass events
  - Review web-based Zonar System instruction and troubleshooting modules for updates and guidance
  - Coordinate the organization and assignment of the Z-Pass car holders system and provide inventory control
  - Maintain daily report tracking of all Zonar System activity
- 06. Provides training to staff, contracted staff, volunteers, children, and parents on procedures related to transportation and the transportation/pedestrian curriculum as required by Head Start Performance Standards and policies and procedures related to state and federal transportation regulations.
- 07. Provide input on the updating of policies and procedures related to transportation
- 08. Attend and participate in meetings, job related training and continuing education programs as required or requested by supervisor or Head Start regulations.
- 09. Other duties as defined by the PFCE Manager and/or assigned supervisor when additional work is necessary to fulfill the obligations of the organization.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** H

**HOURLY WAGE:** \$16.51

**HOURS PER WEEK:** 40  
Possible non-traditional