



## **Transportation Coordinator**

### **Reports to the Director of Facilities**

#### **General Description:**

The Transportation Director is responsible to direct and oversee all aspects of the NCS Transportation Department. This includes bus routes, transportation for field trips, athletic and fine arts events, and bus maintenance.

The Transportation Director has a growing relationship with Christ and sees transportation as an integral support system for the mission and vision of Norfolk Christian Schools

#### **Qualifications:**

Must be able to communicate well both orally and in writing

- Must be familiar with scheduling procedures and maintenance procedures associated with vehicle maintenance
- Must have experience in dealing with people in all situations
- Must have computer skills and be familiar with various word processing and spreadsheet programs
- Must be organized and able to keep deadlines
- Must have a current CDL

#### **Responsibilities:**

Supervision:

1. Supervise bus drivers.
2. Oversee NCS CDL Drug and Alcohol program.
3. CDL driver training.
4. Process authorization for payment for Transportation Dept. Employees.
5. Conduct annual "refresher" training for drivers, called an "in-service" training.

B. Vehicles and Equipment:

1. Work with the Director of Facilities on the maintenance, repair, and purchase of school buses.
2. See that all vehicles are properly maintained, licensed and inspected.
3. Determine use of NCS buses and keep up with their whereabouts.
4. Oversee sale and removal of vehicles from the NCS fleet.
5. Maintain maintenance records.
6. Report all vandalism and theft to NCS administration.