



Wild Plum Center For Young Children and Families Job Description

Position: Transportation and Facilities Coordinator

Hours Worked: Monday – Friday, 30 hours/week for 40 weeks and 20 hours/week for 12 weeks

POSITION SUMMARY AND DEFINITION

The Transportation and Facilities Coordinator is responsible for the coordination and implementation of the transportation and facility systems within the organization. This includes ensuring the safe and effective transportation of children and families as well as facility maintenance and safety. The Coordinator ensures full compliance with rules, regulations, and performance standards required in the areas of transportation and facilities. The Coordinator is responsible for the supervision and training of transportation staff; and the safety and maintenance of the vehicle fleet for the organization.

REPORTING RELATIONSHIPS

Supervision Received: General direction provided by the Business Director

Supervision Exercised: Provides direct supervision of Bus Drivers and Bus Aides

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Participate in selection of children by determining bus routes that best utilizes resources
- Direct and monitor the activities of transportation and cleaning staff including documentation of performance in an annual performance appraisal and ongoing verbal feedback and coaching of staff performance
- Oversee the training of transportation staff in all required areas
- Develop and oversee the implementation of required child and parent vehicle safety training including bus evacuation and pedestrian safety
- Ensure the maintenance and cleanliness of the fleet according to schedule and need
- Assure the proper installation of all child safety restraints in vehicles
- Coordinate bus drivers and substitutes with the Administrative Specialist, as necessary
- Schedule field trips in collaboration with teachers

- Conduct regular facility inspections and coordinate repairs as needed
- Coordinate facility licensure and Qualistar processes, in conjunction with Preschool Education Coordinator and ensure ongoing compliance with requirements
- Monitor playground equipment and coordinate annual inspection and needed repairs
- Ensure monthly fire drills and periodic evacuation drills are conducted at each site
- Ensure employee safety program meets the criteria for the organization's Worker's Compensation Insurance plan, including providing leadership to the Safety Committee
- Implement and monitor drug and alcohol testing in coordination with Health Director
- Annually update and implement the transportation content area service plan

ADDITIONAL DUTIES

- Participate as a member of the shared leadership team that provides effective program planning, evaluation and management throughout the organization
- Periodically substitute as a bus driver when necessary
- Maintain confidentiality and standards of conduct according to policy
- Safeguard the assets of the organization
- Utilize computer for word processing, data entry and route management
- Resolve customer complaints and issues impacting Transportation and Safety services
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience: Any combination of education and three years experience in transportation services required. Three years of supervisory experience preferred, or demonstrated skill/training in supervision.

Special Qualifications: Valid Commercial Driver's License with a School Bus Endorsement, a good driving record, current DOT physical examination, current CPR and First Aid training preferred but can be obtained at the time of hire. Proof of TB test and required background checks must be completed. Pre-employment and ongoing drug screens required. Bilingual preferred.

The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.