

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: TRANSPORTATION COORDINATOR
SCALE: PRC Support Staff Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

Under the supervision of the Transportation Supervisor, coordinate and supervise all aspects of the School's faculty and student transportation needs.

SUPERVISED, EVALUATED BY & REPORTS TO:

Transportation Supervisor

QUALIFICATIONS:

- Bachelor's Degree or College Diploma
- Demonstrated problem solving, logistical planning and interpersonal skills.
- Effective communication skills in English and Mandarin, both orally and in writing.
- Experience in transportation services desirable but not required
- Minimum two-years' experience in a basic managerial role, demonstrating supervisory skills, independence and decision making
- Ability to organize and prioritize tasks.
- Excellent knowledge and use of MS Office, including advanced applications pertaining to Excel.
- Willingness to work extended hours and weekends when needed.

PERFORMANCE RESPONSIBILITIES:

- Monitor the daily performance of the Bus Company including checking routes, driving performance, cleanliness of buses, etc.
- Work with the Bus Company to ensure successful and punctual transportation of all students and faculty to and from the campus and all other locations as necessary.
- Liaise with school stakeholders regarding transportation related issues.
- Work closely with the Bus provider to design effective bus routes and allocate appropriate bus sizes.
- Maintain accurate record keeping of all transportation details and provide reports to Administration as requested.
- Check buses and driver's performance daily, follow-up on feedback received and/or Transportation Management System (TMS) recording.
- Record and consolidate transportation usage data to ensure monthly accurate billing.
- Interact with parents, students, school administrations, contractors, and local authorities on transportation related matters.
- Recruit, train and assign duties to bus monitors.
- Liaise with the TMS vendor to maintain and update the system as needed.
- Participate in transportation related in-service workshop programs and attend other mandatory meetings with authorities.
- Other duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.

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- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.