

## 2017-2018 TRANSPORTATION SENIOR LEADERSHIP TEAM – KEY RESPONSIBILITIES

POSITION:	CFO	Transportation Supervisor	Assistant Supervisor of Transportation	Clerk
NAME:	Richard Fazio	Christopher Brown	Lisa Yeager	Mary Ann Harple
REPORTS TO:	Superintendent	CFO	Transportation Supervisor	Transportation Supervisor
	Budget Development	Transportation Budget	Develops/maintains bus schedules for all students	Communications coordinating and sharing information to and from constituents.
	Facilities Oversight	Completes reports in compliance with state requirements	Maintains communication and harmonious relationships with contractors, principals, and parents	Updates automated phone messenger system
	Long range capital planning	Develop/maintain bus schedules for all district-wide bus routes	Processes and respond to mail and calls	Bus/vehicle GPS administration
	Negotiations	Maintains communication and harmonious relationships with contractors, principals, and parents	Develops and maintains monthly calendar of closings, early dismissals, and late openings for public, non-public, Charter, and specialized school programs	Schedules district van(s), cars, & vehicles
	District Treasurer	Supervises support staff assigned to this position	Attends workshops and seminars	Coordination of bussing/transportation for athletics and extracurricular events
	Print shop/Mailroom	Prepares/verifies all transportation reports for subsidy purposes	Maintains the transportation software, overseeing student, school, and mapping information	Scheduling district field trips
	Land Acquisition	Accident records and proper procedure	Assists with the supervision of district van drivers, aides, and crossing guards and administer personnel functions	Assists with child accounting, transportation, and route data
	Transportation	Local, state, and national transportation seminars and conferences.	Provides assistance to prepare and/or verify all transportation reports for subsidy purposes	Public relations dealing with students, school personnel, and parents
	Cash Receipts / Deposits (PayFort)	Prepares specifications for purchase/lease/maintenance	Maintains availability, responding to snow/emergency calls as needed	Telephone calls
	Federal, State and Local Tax reporting	Maintains proper driver records based on state requirements and contract/policies in effect by the district.	Provides assistance in maintaining complete and accurate accident records and proper procedure	Tracks and orders district fuel
	Investments	Maintains/reconciles bills/invoices from contractors, agencies, etc.	Attends local, state, and national transportation seminars and conferences	Scans all transportation records
	Child Accounting	Attends meetings with parents and/or community members, when necessary, to resolve or understand certain issues/problems that may arise.	Assists with the coordination of the start-of-the-year drivers' meeting and	Tracks students for ACCESS reimbursement
	Fixed Assets			Maintains school calendars for bus companies and monthly reports
	Grants – Federal/State/Local Reporting			Assists with state reports
	Participation Fees			
	Accounts Payable			
	Legal Expense Tracking			
	1099 Reporting			
	Financial Reporting and Audit			
	Debt Financing			

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NAME:	Richard Fazio	Christopher Brown	Lisa Yeager	Mary Ann Harple
	Oversight of District Food Service Program Inventory Control		notification of student bus information Other duties as assigned by the Supervisor of Transportation	
BOARD CMTE:	Finance Committee			