



PINGRY
EXCELLENCE & HONOR

THE PINGRY SCHOOL

Operations Officer *for Transportation Coordination*

Type: 12-month, Full-Time Staff

Position Summary

Members of the School's newly created Operations Department will report directly to the Associate Director of Operations, Safety & Strategic Initiatives and partner with members of the School's Facilities Team and Summer and Auxiliary Programs department, all of which are under the authority and direction of the School's Chief Financial & Operating Officer. The **Operations Officer *for Transportation Coordination*** ("Transportation Coordinator") will be responsible to help aid each student, through safe and efficient transportation, the ability to take advantage of a range of curricular and extracurricular activities offered by The Pingry School.

Key Responsibilities

Operations Officers will be visible and personable. They will act as stewards of Pingry's resources, reputation, and the safety of the school community.

The Transportation Coordinator will:

- Develop and administer a transportation program to provide student day to day routes, athletics and other extracurricular travel, as well as co-curricular and summer travel.
- Act as a contact point for transportation related questions from members of the school community, including facilitating the intake, investigation, and resolution of stakeholder concerns pertaining to transportation.
- Ensure that all transportation services are provided in accordance with all applicable Federal, State, and Local legislation, including the permitting and licensure of staff, as well as the maintenance of fleet vehicles.
- Collaborate with school officials and provides support in the investigation and resolution of transportation-related concerns.
- Supervise employee drivers, including coordinating backup drivers which may include the Coordinator his/herself, as needed.
- Manage all processes related to District-provided Transportation, including but not limited to B6T submission and B7T verification.
- Perform other assignments and responsibilities as needed.

Operations Officers will have a deep understanding of and commitment to the School's culture and its various components. They will be encouraged to apply for and participate in other roles on campus, including but not limited to: auxiliary programs support, athletics coaches,

standardized test proctors, substitute teachers, and/or as temporary staff on a per-project basis.

Preferred Skills and Experience

- Valid New Jersey Commercial Driver's License, together with School & Passenger Bus Driver Endorsements (Pingry will support the Training & Certification if necessary).
- Excellent Motor Vehicle Commission history (current Driver's Abstract will be required), as well as interpersonal and customer service skills.
- Ability to proactively identify and resolve operational problems and conflicts as they arise.
- Flexible and collaborative approach to resolving business issues as they arise.
- Ability to lift 50 lbs.
- Prior experience with Google business applications, in particular Gmail and Google Calendar, as well as an ability to quickly understand and master various web-based computer applications such as Veracross, School Messenger, Gate Guardian, and Milestone X Protect.

Interested candidates should send a cover letter and resume to Patty Saburn, Director of Human Resources at adminhiring@pingry.org.

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge (6-12) and Short Hills (K-5), New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region. Pingry students participate in a demanding academic program, complemented by extensive co-curricular opportunities. Together, our two campuses serve approximately 1,100 students.