



PINGRY
EXCELLENCE & HONOR

THE PINGRY SCHOOL

Operations Officer *for Transportation*

Type: 12-month, Hourly Non-Exempt, Benefits available

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*** ("School Bus Driver") will be responsible to transport Pingry students, safely, to and from Pingry's campuses in connection with a range of curricular and extracurricular activities. Two (2) positions are available.

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. School Bus Driver's will generally work a split-shift on weekdays; a standard morning route between the approximate hours of 6:30 and 8:30 am and a standard afternoon route between 2:30 and 6:30 pm and mid-day routes, as needed, as well as at least one route on Saturdays. Hourly pay will include the thirty minutes prior to scheduled departure and the thirty minutes following the return to campus for required pre and post trip inspections. Bonus pay will be available for Drivers with exemplary attendance records. Examples of potential schedules are attached.

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.

EXAMPLE SCHOOL BUS DRIVER SCHEDULES

Bus Driver 1's schedule may look like the following:

- Monday / Friday- daily shuttle departures between 7:00 am and 7:30 am from either our Basking Ridge ("BR") or Short Hills ("SH") Campus to the other;
- Monday /Friday- daily shuttle departures at 3:20 pm (from SH to BR), 4:15 pm (BR to SH), 4:40 pm (SH to BR) and 5:30 pm (BR to SH);
- Monday /Friday- occasional curricular travel (i.e. class trip) from either SH or BR during the academic day;
- Saturday- likely a minimum of one extracurricular (i.e. athletics competition) travel, with the possibility of two or more throughout an entire day, schedule and availability depending;
- Summer- Monday / Friday- daily shuttle departures between SH and BR, schedule TBD but likely 7:30 am, 12:00 pm, and 3:30 pm.

Bus Driver 2's schedule may look like the following:

- Monday / Friday- daily shuttle departures between 7:00 am and 7:30 am from either our Basking Ridge ("BR") or Short Hills ("SH") Campus to the other;
- Monday / Friday- a daily minimum of one extracurricular (i.e. athletics competition) travel, generally departing from BR between 2:30 pm and 3:30 pm and returning between 5:30 pm and 6:30 pm, with the possibility of two or more throughout an entire day, schedule and availability depending;
- Monday /Friday- occasional curricular travel (i.e. class trip) from either SH or BR during the academic day;
- Saturday- likely a minimum of one extracurricular (i.e. athletics competition) travel, with the possibility of two or more throughout an entire day, schedule and availability depending;
- Summer- Monday / Friday- daily route from local municipalities to BR in AM and from BR in pm, schedule TBD but likely 7:30 am and 3:30 pm.