

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Transportation Specialist

II. PRIMARY FUNCTION

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extra-curricular activities

III. REPORTS TO

Board Secretary/Business Administrator or designee

IV. QUALIFICATIONS

- Minimum of three (3) years' successful school transportation experience
- Knowledge of state laws and regulations governing school bus construction, maintenance and pupil transportation
- Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- To assume responsibility for the safe and efficient operation of the school transportation program
- Train and supervise the performance of all transportation personnel
- Develop and administer a transportation program to meet the needs of the daily instruction program, field trips and extra-curricular activities
- Arrange for the transportation of handicapped pupils as determined by the child study teams
- Works with Business Administrator to formulate special specifications for transportation contracts with private vendors
- Promote the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
- Work cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools
- Prepare all transportation records and reports as required by law, code or board policy
- Attend all Public Board of Education Meetings
- Prepare all billing information monthly for bus vendors
- Monitor district security guards
- Supervise the deployment of district radios
- Perform other related duties as directed by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education

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Job Description/Section III TRANSPORTATION SPECIALIST

~~APPROVED: November 22, 2010~~

APPROVED: January 24, 2011