



## The Pingry School Operations Officer for Transportation

### 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 and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 dynamic students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

### Position Summary

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

Members of the School's 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.

### 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 a.m. and a standard afternoon route between 2:30 and 6:30 p.m. 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.

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.

**Qualified candidates are invited to contact Laura Hassert, Operations Officer for Transportation  
Coordination at [lhassert@pingry.org](mailto:lhassert@pingry.org).**

*Basking Ridge Campus, Upper and Middle School*  
131 Martinsville Road, Basking Ridge, NJ 07920  
phone 908-647-5555

*Short Hills Campus, Lower School*  
50 Country Day Drive, Short Hills, NJ 07078  
phone 973-379-4550