



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Director of Transportation
REPORTS TO: Business Administrator
QUALIFICATIONS:

1. High School Diploma.
2. Knowledge of school busing procedures and state and federal school bus regulations.
3. Five (5) years of experience in student transportation with two (2) years in a supervisory capacity.
4. Possession of a current CDL license.
5. Completion of a School Transportation Supervisors program
6. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Director of Transportation is accountable for all phases of pupil transportation.

ESSENTIAL JOB FUNCTIONS:

1. Develops, evaluates, and administers the transportation program such that it meets all of the requirements of the daily instructional programs for all students and all extra-curricular activities. This includes arranging for and monitoring all contact vehicles for special trips, interscholastic athletics, field trips and other school related functions.
2. Oversees the transportation of all in-district transportation of special education pupils and serves as the district's transportation coordinator of out of district special education pupils as arranged through jointures and contracts.
3. Assumes responsibility for ensuring appropriate transportation for private school pupils who reside in the district.
4. Makes on-site evaluations and solves transportation problems as needed.
5. Cooperates with principals, supervisors, Director of Special Services and other school personnel on daily operations and in planning special school trips.
6. Manages routes and schedules by:
 - a. Establishes, updates and changes as needed all district bus routes.
 - b. Evaluates all routes periodically and soliciting driver input on all established routes.
 - c. Prepares and modifies all routes in a cost-effective manner consistent with school needs in the best interests of the district.
 - d. Works cooperatively with drivers and school administrators to maintain high standards or pupil discipline on all bus runs.
7. Develops and evaluates procedures to respond to all bus related accidents and emergencies.
8. Responds to emergencies on an "on call" basis.
9. Oversees and forwards to appropriate agencies all insurance and accident reports related to the pupil transportation system.
10. Supervises and evaluates all school bus drivers, substitute drivers, mechanics, mail carriers and transportation office personnel.
11. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent and/or Business Administrator

WORK YEAR: Twelve-month employee

DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education