SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: **TRANSPORTATION MANAGER**

QUALIFICATIONS:
1. High School Diploma, Bachelor's Degree.
2. Experience in coordinating transportation for public schools.
3. Such alternatives to the above qualification as the Jointure Commission may find appropriate and acceptable.

REPORTS TO: Business Administrator, Asst. Business Administrator, and/or Superintendent of Schools.

SUPERVISES: Transportation Assistants, and assigned clerical staff.

PERFORMANCE RESPONSIBILITIES:

1. Shall be responsible for coordinating, updating, compiling and completing all data and reports required for student transportation in the Region.
2. Shall be responsible for the preparation/monitoring of all transportation reports, bid specifications and list as required.
3. Supervision of complete routing and other bus route related lists and reports.
4. Acts as liaison between school bus transporters, school district personnel, and parents to resolve transportation issues.
5. Processes all student, parent, district and bus company complaints.
6. Monitors all transportation program records as required by the NJ Department of Education. Ensures proper submission of bus company information to NJDOE.
7. Maintains and assists in all budget accounting for the transportation program as directed.
8. Responsible for the oversight of coordinating the daily transportation program, including but not limited to adding and deleting students from vehicle routes, re-routing vehicles, establishing additional routes, and investigating route times and distance.
9. Responsible for monitoring and ensuring compliance with NJDOE regulations for the completion of all transportation contracts, addendums and any other required submissions.
10. Performs road spot checks for compliance of all vendor's employees and vehicles to be in compliance with New Jersey, DOE and DOT regulations.
11. Responsible for oversight of the coordination of destinations, time of travel and student on board each vehicle.
12. Responsible for oversight of establishing, maintaining and updating all student and corresponding computer program files and reports. Works with the transportation software host to update, revise and create all relevant computer programs to ensure easy access and use for our customers and staff.

13. Oversight of compiling data to disseminate the information required by all districts to complete the DRTRS and any other state mandated reports.
14. Coordination of monthly district billings for transportation and monthly vendor payments in addition to credits/additional billing to vendors and districts.
15. Provides a regular program of training for transportation department staff including topics related to customer service, district policies, transportation laws and other pertinent responsibilities.
16. Evaluates personnel in accordance with district policy and established guidelines.
17. Interviews all applicants for transportation positions and makes recommendations for employment.
18. Maintains positive personnel and public relations.
19. Any other duties as shall be assigned by the Business Administrator or Superintendent of Schools.

TERMS OF EMPLOYMENT:
Twelve (12) month position
Vacation: Fifteen (15) days
Holidays: as scheduled on the 12-month calendar.
Salary to be established by the Board.
Other terms as specified in the professional's contract.

EVALUATION:
Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non-Certificated Personnel.

ADOPTED BY THE BOARD OF EDUCATION:

Michael Kuchar, Ph.D.
Superintendent