

# JOB DESCRIPTION

## READINGTON TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION

4401 Transportation Supervisor

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**JOB TITLE:** TRANSPORTATION SUPERVISOR

**REPORTS TO:** School Business Administrator

**SUPERVISES:** Designated Transportation Staff

### **NATURE AND SCOPE OF JOB:**

The Transportation Supervisor is responsible to direct, plan, organize, and supervise the development and implementation of safe, efficient transportation services for the complete range of curricular and extracurricular activities sponsored by the school district.

### **QUALIFICATIONS:**

The Transportation Supervisor shall:

1. Hold a Bachelor's degree from an accredited college or university. Applicants not meeting this requirement may substitute additional relevant work experience on a year-for-year basis.
2. Have three years of successful relevant work experience in a supervisory capacity in the area of public and/or private transportation services.
3. Have prior work experience in a school district transportation office preferred.
4. Must possess a New Jersey Pupil Transportation Supervisor Certificate.
5. Have a good driving record and a valid Class B CDL with school bus and passenger endorsement required.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

**EMPLOYMENT TERMS:**

The Transportation Supervisor shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

**JOB FUNCTIONS AND RESPONSIBILITIES:**

The Transportation Supervisor shall:

1. Develop and administer a transportation program to meet all requirements of the daily instructional program for all public and non public schools in the district (including applicable out-of-district placement) and extra curricular activities.
2. Ensure compliance with all laws, regulations, and Board policy related to school transportation.
3. Prepare all bus routes; determine bus stops, pick-up times, and ensure compliance with bus capacity limitations. Establish and operate uniform practices for routes and locations for stops.
4. Recruit, train and supervise the performance of all transportation personnel, and make recommendations regarding their employment, promotion and release. Establish and maintain a policy of courtesy and safety visits to the community.

5. Develop and implement a comprehensive recruiting and driver training program. Provide on-road driver supervision and maintain route assignments and road condition observations.
6. Arrange for the transportation of special needs pupils as determined by the Director of Pupil Services.
7. Work with the School Business Administrator to formulate specifications for transportation contracts with private as necessary.
8. Make recommendations for the purchase of new vehicles and assists in the preparation of bid specifications for them.
9. Provide for the maintenance and preventative maintenance of all district vehicles.
10. Prepare and administers the transportation budget.
11. Promote the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers . Establish, in conjunction with district administrators, guidelines for student behavior on buses.
12. Periodically inspect all Board operated buses for cleanliness and proper maintenance.
13. Plan, supervise, evaluate and maintain records on emergency bus evacuation drills at all schools, in cooperation with the building principals.
14. Respond to transportation inquiries by the public and handle all complaints.
15. Prepare all transportation records and reports as required by law, code or Board policy.
16. Coordinate the annual inspection process for all district-owned buses.
17. Advise the Superintendent on road conditions for decisions on school closing during inclement weather.
18. Conduct an annual cost analysis of the transportation operation; develop recommendations for future equipment and personnel needs.
19. Maintain an individual and permanent file on each district-owned vehicle as required by law and make said records available for inspection upon request.
20. Communicate immediately with administrators regarding accidents, incidents and/or serious problems and take appropriate action including accident investigation, follow up to include discussion with driver and assigning retraining program when and where necessary.
21. Review all driver hours and approve payroll sheets.
22. Maintain an interest in new innovations, research and new techniques in school transportation. Supervisor in-service should include but not be limited to current publications, professional organizations and current research using this information to constantly upgrade the school transportation program.

23. Maintain safety standards conforming with applicable law and insurance regulations, and implement a program of preventative safety with staff.
24. Demonstrate proficiency in the use of the district's computerized transportation system (hardware & software applications), as well as other software applications used in daily operations.
25. Conduct annual written evaluations on all transportation staff.
26. Interact cooperatively with district administrators, staff, parents, students, agencies, and individual needs.
27. Schedule regular meetings with the transportation staff to resolve issues, conduct training sessions, and share information.
28. Develop and maintain procedural manual for transportation staff.
29. Maintain a working knowledge of Board policy and procedures pertaining to the Transportation Department and submit change suggestions as needed.
30. Attend appropriate committee and staff meetings within the district.
31. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
32. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
33. Participate in appropriate in-service and workshop programs and attend any required meetings.
34. Use computers and/or electronic equipment to fulfill job functions.
35. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
36. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
37. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.
38. May be required to drive district vehicles on an as needed basis.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

The School Business Administrator shall evaluate the Transportation Supervisor in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 8, 2022