

JOB DESCRIPTION

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4401 Supervisor of Transportation
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REVISED

JOB TITLE: SUPERVISOR OF TRANSPORTATION

REPORTS TO: School Business Administrator

SUPERVISES: Designated Transportation Staff

NATURE AND SCOPE OF JOB:

The Supervisor of Transportation 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 Supervisor of Transportation 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 five (5) 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. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. 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.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

10. 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. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcripts
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Transportation 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 Supervisor of Transportation shall:

1. Advise the Superintendent of Schools and School Business Administrator on all student transportation matters, including but not limited to the impact of inclement weather, road conditions, changes in school calendar, extracurricular activity scheduling, and so forth.
2. Plan, organize, and supervise the scheduling and operation of all district student transportation services and implement an effective reporting system to assure that services are provided

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properly for special education students, vocational education programs, athletic events, and the provision of bus tickets for eligible students.

3. Assure school district compliance with all Federal, state and local laws and regulations regarding student transportation services; maintain appropriate documentation to assure the district's recovery of all eligible financial entitlements; and, assure the timely and accurate submission of all Federal, state, and local student transportation forms and reports.
4. Develop a procedure to maintain and monitor all safety standards in conformance with state and insurance regulations.
5. Act as liaison between the district and all contractors providing transportation services to the district.
6. Provide input into the development and implementation of an in-service training program for all district personnel on transportation safety and the ongoing maintenance of effective preventative safety procedures and practices.
7. Develop and maintain a master schedule of all district transportation services.
8. Develop and administer a contractual transportation program to meet all requirements of the daily instructional program and extracurricular activities and formulate the specifications to be incorporated into all district transportation contract agreements.
9. Prepare and administer the budget for the Department of Transportation.
10. Act as a liaison with parents, principals, and other district staff members for complaints, student transportation schedules, bus route notices, notices to parents regarding student conduct, and other issues related to student transportation services.
11. Develop an emergency transportation plan in implement for school closings, inclement weather, half day sessions, and other school emergencies.
12. Supervise registration for licenses of all buses used for pupil transportation.
13. Maintain a central record of use of all vehicular units, including running costs.
14. May ride buses to note whether bus is in need of repair and whether safety provisions and conditions meet prescribed standards.
15. Supervise operation, maintenance, scheduling and reporting of a fleet of school buses.
16. Plan and supervise bus routes and make adjustments in schedules or pupil assignments when necessary.
17. Plan, organize and conduct driver training courses, periodic refresher courses in safety and workshops for school bus drivers in cooperation with State Department of Education.

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18. Prepare cost estimates and budget recommendations and supervise expenditures in budget categories affecting bus transportation, such as funds for supplies, fuel, repairs, replacements and additions in accordance with established regulations.
19. Maintain communications between all professional and non-professional personnel involved in pupil transportation, including parents, school principals and general public.
20. Recruit, select and recommend drivers and other transportation personnel to School Business Administrator and Board of Education.
21. Compile and prepare detailed and complex transportation reports and records for submission to the Superintendent of Schools, School Business Administrator, County Superintendent and State Department of Education.
22. Investigate all accidents involving school buses and recommend disciplinary action when appropriate.
23. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Participate in appropriate in-service and workshop programs and attend any required meetings.
26. Use computers and/or electronic equipment to fulfill job functions.
27. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
28. 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.
29. 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.

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.

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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:

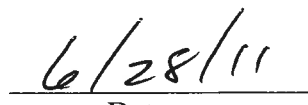
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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 Supervisor of Transportation 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.


Approved


Date