

Transportation

TITLE: TRANSPORTATION SUPERVISOR

REPORTS TO: Business Administrator

QUALIFICATIONS:

1. Valid State of New Jersey Bus driver's license and other qualifications required by law and/or the State of New Jersey
2. High School diploma.
3. Five years experience in public school student transportation.
4. Demonstrated knowledge of all laws related to pupil transportation.

SUPERVISES: Assistant Transportation Supervisor, secretary and clerical personnel, bus drivers, maintenance and all other personnel in the Transportation Department.

JOB GOAL: To provide, under the direction of the office of the Business Administrator, a well-planned and coordinated transportation program to efficiently meet the requirements of the Wall Township School District.

PERFORMANCE RESPONSIBILITIES:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes for all students in the district as dictated by Board policy and State law.
3. Revises and updates bus schedules to provide a most efficient and economical routing for the school district.
4. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
5. Maintains all district-owned equipment and develop plans for preventive maintenance.
6. Submits a proposed transportation budget and administers same upon approval of the Business Administrator.
7. Submits reports/vouchers of all overtime employment in the Transportation Department on a monthly basis on forms provided for that purpose to the Business Administrator.
8. Authorizes purchases in accordance with budgetary limitations and the approval of the Business Administrator.
9. Maintains safety standards in conformance with State and insurance regulations and develop a program of preventive safety.
10. Cooperates with school principals and others responsible for planning special school trips.
11. Takes an active role in solving discipline problems occurring on school buses.
12. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade level.
13. Acts as liaison with parents for complaints and special requests.
14. Conforms with all State laws and regulations regarding school transportation.
15. Completes and dispatches insurance reports.
16. Submits all reports required by State authorities.
17. Advises Superintendent or his/her designee on road hazards for decision on school closings during inclement weather.

TERMS OF EMPLOYMENT: Twelve month contract as approved by the Board of Education. All other working terms and conditions of employment as established in Board policy. Rules and regulations to be established by the Business Administrator with the approval of the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated annually by the Business Administrator in accordance with the Board's policy on evaluation

APPROVED: June 10, 2008