

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

ASSISTANT DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- High School diploma or equivalent
- Experience with data processing/computer equipment programs
- Must hold a valid New Jersey CDL License Class B with passenger and school bus endorsements and no passenger restrictions
- Have a good driving record and no criminal record
- Satisfactory completion of New Jersey Transportation Supervisor Certification Course
- Strong communication skills and ability to manage people
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Director of Transportation
School Business Administrator

SUPERVISES: Dispatcher, Bus Drivers and Bus Aides

PERFORMANCE RESPONSIBILITIES:

1. Design and maintain routes for all schools and is responsible for entry of all routes into the computerized system.
2. Establish routes for bidding process, record for all existing route percentages, type and carry through all contracts for bus routes.
3. Redesign bus routes for all students on a yearly basis.
4. Respond to questions and correspondence from parents, administrators, bus drivers, etc., concerning routes, schedules, etc.
5. Assist Director of Transportation in preparing the transportation budget yearly.
6. Create payment schedule for all vendors/contractors.
7. Prepare quotations for all sports activities and set up payment invoices for sports/co-curriculum trips.
8. Retain records of preventive maintenance and cost of repair, tires and general maintenance of district vehicles and equipment.
9. Process and accept bids for the purchase of any new vehicles.
10. Arrange bus routes to accommodate any emergencies.
11. Complete reports pertaining to District-wide Transportation, including but not limited to all required state reports.
12. Prepare payroll for the bus drivers, district mechanics, and bus aides.
13. Arrange and carry out state mandated bus evacuation drills.
14. Observe, by riding the buses, the entire operation of the transportation system for safety.
15. Investigate school bus accidents, following up with required reports.
16. Oversee that drivers are properly licensed, physically fit, fingerprinted, and are informed of the laws and regulations regarding transportation.
17. Schedule and coordinate mail courier/delivery persons daily activities.
18. Serve as a substitute school bus driver, when necessary.
19. In the absence of the Director of Transportation, perform duties of the Director, as may be assigned by the School Business Administrator/ Board Secretary or Superintendent.

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TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 1/28/2015
Revised: 10/14/2020