

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- High School diploma or equivalent
- Experience with data processing/computer equipment and programs
- Must hold a valid New Jersey CDL Class B with P&S Endorsements
- Have a good driving record and no criminal record
- Strong communication and problem solving skills
- Excellent map reading skills
- Proven management/leadership skills
- 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: School Business Administrator/Board Secretary

SUPERVISES: Assistant Director of Transportation, Transportation Dispatcher, School Mechanics, Bus Drivers and Bus Aides

PERFORMANCE RESPONSIBILITIES:

1. Designs and maintains routes for all schools and is responsible for entry of all routes into the computerized system.
2. Establishes routes for bidding process, accounts for all existing route percentages, prepares/processes contracts for bus routes.
3. Maintains line of communication with parents, administrators, bus drivers, etc., concerning routes, schedules, etc.
4. Creates payment schedule for all vendors/contractors.
5. Prepares annual Transportation budget in conjunction with the School Business Administrator/Board Secretary.
6. Prepares quotations for all sports activities and sets up payment invoices for sports/co-curriculum trips.
7. Monitors records of preventive maintenance and cost of repairs, tires and general maintenance of district vehicles and equipment for State reports.
8. Prepares and accepts bids for the purchase of any new vehicles, in conjunction with the School Business Administrator.
9. Arranges bus routes to accommodate any emergencies.
10. Completes reports pertaining to district-wide transportation, including, but not limited to, all required state reports.
11. Prepares payroll for the transportation department.
12. Coordinates state mandated bus evaluation drills.
13. Observes, by riding the buses, the entire operation of the transportation system for safety.
14. Investigates school bus accidents, following up with required reports.
15. Carries out the directive of the Superintendent of Schools concerning possible school closings, early dismissal, or other safety factors affecting transportation.
16. Recommends employment of new drivers to the Director of Human Resources.
17. Monitors renewals of licenses and physicals for drivers, insuring they are in compliance with applicable laws and regulations by the NJ Division of Motor Vehicles.
18. Evaluates the staff of the transportation department and recommends re-employment, according to Board Policy.

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19. Serves as the Designated Employer Representative (DER) for the school district pursuant to FMCSA:49 CFR Parts 40 and 382.
20. Performs other duties, which are within the scope of his/her employment, as may be assigned by the School Business Administrator/Board Secretary or Superintendent.

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: 12/17/2008

Revised: 9/9/2020

4/13/2022