

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
TRANSPORTATION SUPERVISOR

Date of Adoption: 6/23/21

JOB TITLE: Transportation Supervisor

REPORTS TO: School Business Administrator/Board Secretary and/or Designee

SUPERVISES: Bus Drivers, Substitute Drivers, Bus Aides, and other staff as assigned

NATURE AND SCOPE OF JOB:

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

QUALIFICATIONS:

Individual should possess the following or comparable training/experience:

1. Satisfactory completion of the School Transportation Supervisors Certification Program offered by the Center for Government Services at Rutgers University, or any other certification program designated by the Commissioner within the timeframes designated in N.J.A.C 6A:27-12.4.
2. Minimum school transportation experience as determined by the Board.
3. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation.
4. Demonstrated skills in personnel management, route scheduling, fleet maintenance, and cost containment.
5. Transfinder™ or similar transportation program experience preferred.
6. Class “B” CDL with passenger “P” and school bus “S” endorsement, preferred.
7. Proficient in Microsoft Office
8. Preparation of contracts, scheduling, bids and DRTRS experience
9. Strong interpersonal and communication skills
10. Ability to prioritize and multi-task
11. 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.
12. 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 statement that there have not been any convictions of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate and acceptable.

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TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

JOB RESPONSIBILITIES:Overall responsibilities

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
4. Prepares all transportation records and reports as required by law, code or board policy.

Oversees notification, documentation and arrangements for parents/guardians providing written statements waiving the transportation services (N.J.A.C. 6A:27-1.4).

Routes and Services

1. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
3. Arranges for the transportation of pupils with disabilities as determined by the child study team.
4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
6. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Budget and Finances (in conjunction with the School Business Administrator)

1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation;
3. Develops recommendations for future equipment and personnel needs.

Contracts and Purchases

1. Works with the business administrator to formulate specifications for transportation contracts with private vendors as necessary.

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2. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.

Maintenance and Safety

1. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
2. Promotes the safety of pupils through preservice and regularly scheduled in-service training of bus drivers and substitute drivers.
3. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to plan for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board-operated buses.
6. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
7. Maintains an individual and permanent file on each board-owned transportation department vehicle as required under law and makes the files available for inspection upon request.

Complaints

1. Responds to transportation inquiries by the public and handles all complaints.
2. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquiries and prompt resolution of complaints.
3. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.

Other

1. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
2. Perform all other duties as assigned by the Superintendent and/or designee.

EVALUATION:

The School Business Administrator/Board Secretary or designee shall evaluate the Transportation Supervisor in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.