



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE:

DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

1. High School diploma or GED.
2. Demonstrated ability to provide leadership in the development of a safe and efficient transportation system. Must have an understanding of Federal, State and DOE laws that regulate student transportation.
3. Valid Rutgers University New Jersey Transportation Supervisors Certification Program with five (5) years experience working in a transportation department and 2 years experience in a supervisory position recommended.
4. Knowledge and experience in operating a computer software routing system, mechanical knowledge of operating a vehicle maintenance shop, student safety program, driver training program, and strong leadership abilities.
5. Should have a valid New Jersey CDL class B with passenger, school bus and air brake endorsements.
6. Ability to maintain a positive work environment.
7. Must have ability to speak, read and write in English.
8. Strong interpersonal and communications skills
9. Required criminal history background check and proof of US citizenship or legal resident alien status
10. Hours of work must be flexible.

REPORTS TO:

Directly responsible to the Board Secretary/Business Administrator.

SUPERVISES:

All Transportation Personnel

JOB GOAL: To provide safe and efficient transportation for the students of Jackson within the established guidelines of Federal, State and local laws and policies.

PERFORMANCE RESPONSIBILITIES:

1. *Personnel:*

1. Directly responsible for selection and recommendation of candidates for employment in all positions within the transportation department in accordance with district procedures.
2. Directly responsible to plan and coordinate work schedules for all transportation personnel including the packaging of routes for bidding purposes, vehicle maintenance employee's schedule and office hours of operation.
3. Directly responsible to administer the negotiated labor agreement between the Jackson Board of Education and the appropriate employee unions.
4. Responsible for supervision and evaluation of departmental staff in accordance with district procedures including recommendations for non-renewal of employment.
5. Directly responsible to recommend disciplinary action when required in accordance with contractual terms and district procedures in a fair and consistent manner.
6. Monitor daily absenteeism records.
7. Directly responsible to administer, monitor and oversee the federal requirements for the District's Drug Testing Program of the District's CDL employees.

Routing and Scheduling:

1. Directly responsible for developing and implementing bus routes and schedules to effect efficient daily student transportation services including: to and from school, sports and field trips, after hour activity runs.
2. Review with other districts the possibility of jointures and contracts for pupil transportation. Prepare and maintaining the appropriate paper work for the agreements.

Financial:

1. Directly responsible for the implementation of department records and reporting systems.
2. Directly responsible to develop and control the transportation departments budget and expenditures.
3. Oversee payroll records and purchase orders in order to avoid financial waste.
4. Compile information needed for state reimbursement and submit to the state or county office.

Fleet Maintenance:

1. Directly responsible for supervision of maintenance and repair program for the Jackson Schools owned and leased vehicles and equipment.
2. Directly responsible to develop specifications for the purchase of new vehicles and equipment.
3. Maintain a complete up to date listing of inventory of supplies and equipment.
4. Investigate all accidents; provide proper and timely reports to all concerned parties.
5. Oversee all aspects of fleet maintenance in reference to service. Provide accurate record keeping of vehicle maintenance. Establish effective use of personnel and equipment along the guidelines of safety and efficiency. Recover manufactures warranty for new vehicles.

Training:

1. Provide qualified instruction for all department staff and employees.
2. Establish safety training for in school student programs.
3. Establish guidelines for new employee training and retraining of current employees.

General Responsibilities:

1. Directly responsible for the total operations of the Transportation Department in accordance with rules and regulations of the Department of Education in the State of New Jersey and in compliance with the policies of the Jackson Township Board of Education.
2. Must perform all duties in the most efficient manner possible and cooperate with the administration. All duties must be performed in the best interest of the Jackson Township Board of Education.
3. Submit recommendations to the Business Administrator/Board Secretary in reference to any problems or for the improvement operation of the department.
4. Meet periodically with school administrators in regards to schedules, functions or problems.
5. Regularly monitor the safety of the employees and oversee the maintenance and cleanliness of the fleet and facilities.
6. Directly responsible to submit appropriate recommendations for the improvement of the efficiency of the departmental operations.
7. Responsible for all other assigned duties by the Business Administrator/Board Secretary or the Superintendent of Schools consistent with the functions of this job description.

TERMS OF

EMPLOYMENT: Shall be employed on a twelve month basis with the work day schedule determined by the Business Administrator/Board Secretary and appropriate union agreement.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 11/15/16

REVISED: _____