



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **ASSISTANT TRANSPORTATION ADMINISTRATOR**

QUALIFICATIONS:

1. High School diploma or GED.
2. Should have an understanding of State and Federal laws that regulate transportation of students. New Jersey Department of Education Pupil Transportation Supervisors' Level 1 Certificate is requested.
3. Knowledge and experience in operating a computer routing system, student safety program, driver training program, and strong leadership abilities is requested.
4. Should have a valid New Jersey commercial driver license class B with passenger, school bus and air brake endorsements is requested.
5. Should have two (2) years experience in school transportation services working with but not limited to supervision, training, contracts and jointures, routing and scheduling, safety programs and general operation of a school transportation system.
6. Must have the ability to maintain a positive professional work environment with strong interpersonal and communications skills, both written and verbal.
7. Must have ability to exercise independent judgment
8. Must have the leadership ability to give direction and supervise subordinates, including delegation of duties, establishing work plan and setting goals for the department and its employees
9. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.

10. Hours of work must be flexible which may include switching work hours for emergencies and inclement weather.
11. Must have the ability to sit for extended periods of time and climb stairs.
12. Must have ability to speak, read and write in English.
13. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO: The Transportation Administrator and the Business Administrator/Board Secretary.

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:

Operational:

1. Assume responsibilities of Transportation Administrator as specifically assigned when the Transportation Administrator is absent.
2. To conduct the transportation activities as assigned in accordance with rules and regulations of the NJ State Department of Education and Jackson Township Board of Education policies and procedures. Assist in filing of proper reports as required by the State Department of Education and District Administration.
3. Assist in the selection and recommendation of candidates for employment for all drivers and attendants in accordance with district procedures.
4. Responsible for supervision and evaluation of drivers and aides in accordance with district procedures, including recommendations for non-renewal of employment.
5. Responsible for recommending disciplinary action when required, in accordance with contractual terms and district policies, in a fair and consistent manner.

6. Monitor daily absenteeism records. Assign employees and vehicles to runs daily as needed for the efficient operation of student transportation for run coverage.
7. Maintenance seniority lists for contracted and substitute employees and select employees as required.
8. Assist in orientation and training and of all departmental employees.
9. Assist and offer input for administering the negotiated labor agreement between the Jackson Township Board of Education and the appropriate labor unions.

Routing and Scheduling:

1. Develop and implement bus routes and schedules to effect efficient daily student transportation services including; to and from school, establishing jointures, contracts, sports and field trips and after hour activity routes.
2. Assist in the planning and coordinating work schedules for all Transportation drivers and aides, including packaging of routes for bid purposes.
3. Responsible for working with the maintenance department for scheduling adequate maintenance time on district vehicles.
4. Assign vehicles and employees to routes needing coverage daily and provide records to show coverage.
5. Maintain documentation of all absences and run coverage.

Financial:

1. Assist in the development of departmental budget. Review drivers' extra time sheets to verify coverage of runs and extra work that was assigned to them.
2. Responsible to control employee expenses by proper scheduling of personnel and equipment.
3. Responsible to review and control drivers' wages for extra runs and trips.

Miscellaneous:

1. Responsible to submit recommendations to the Transportation Administrator for the improvement of the departmental operations and efficiency.

2. Perform any other task assigned by the Transportation Administrator consistent with this job description.

TERMS OF

EMPLOYMENT: Twelve month employee with salary determined by the board.

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: 3/27/12

REVISED: _____