

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Transportation Supervisor

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Excellent driving record
3. N.J. Pupil Transportation Certificate preferred or background and/or experience in contracted pupil transportation services
4. Minimum 3-5 years' experience in school transportation
5. Experience using transportation software for routing
6. Knowledge of state laws and regulations governing pupil transportation and school bus maintenance
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: School Business Administrator

JOB GOAL: To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils. The Transportation Supervisor's role is to coordinate and monitor the transportation of eligible students through contracted carriers in accordance with State law and Board of Education policy; coordinate field and athletic trips and the use of district-owned vehicles; organize and schedule the timely establishment of bus routes for all eligible student pupils. The Flemington Raritan Regional School District contracts out 100% of its routes.

PERFORMANCE 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. Prepares all transportation records and reports including the annual DRTRS 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 and schedules that will promote efficiency; determines bus stops, pick up times; and ensures compliance with bus capacity limitations.
2. Conducts annual and interim surveys of bus routes and schedules.

3. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
4. Arranges for the transportation of pupils with disabilities as determined by the child study team.
5. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Budget and finances

1. Prepares and administers the transportation budget in conjunction with the Business Administrator
2. Conducts an annual cost analysis of the transportation operation;
3. Develops recommendations for future equipment, personnel and contract needs based on resident pupils.

Contracts and purchases

1. Works with the business administrator to formulate bid specifications for transportation contacts with private vendors.
2. Coordinate and monitors the implementation of contracted pupil transportation services.
3. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them if needed.

Maintenance and safety

1. Maintains all district owned vehicles and develops a plan for preventive maintenance.
2. Periodically inspects all board operated buses for cleanliness and proper maintenance.
3. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
4. Ensures the timely State inspection of all board operated buses.
5. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
6. Maintains an individual and permanent file on each board owned 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. Performs other related job duties as assigned.

TERMS OF

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

EVALUATION:

Performance of this job will be evaluated annually by the Business Administrator in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: Board of Education **DATE** 9/12/24