

Transportation

TITLE: ASSISTANT TRANSPORTATION SUPERVISOR

REPORTS TO: Business Administrator or his/her designee

QUALIFICATIONS:

1. State of New Jersey Type I driver's license and other qualifications required by law and/or the State of New Jersey.
2. School bus driving experience.
3. Knowledge of student transportation routing software.
4. Knowledge of office procedures.
5. Transportation Management experience.
6. Excellent organizational skills.
7. Excellent communication skills, both written and oral.

PERFORMANCE RESPONSIBILITIES:

Assist the Transportation Supervisor in the performance of his/her duties primarily in the following areas by:

1. Designing student transportation routes
2. Monitoring and enforcing all School Board policies including attendance and conduct.
3. Maintaining communication with transportation fleet.
4. Coordinating and directing activities of transportation drivers during regular day and at times of emergency.
5. Driving the district's buses and vans in the absence of regular drivers as assigned by the Transportation Supervisor.
6. Participating in the training of the district's school bus drivers, including road training of bus drivers, road test and other licensing procedures.
7. Answering telephone and processing inquiries, complaints, and other information from the public.
8. Scheduling, performing and participating in safety programs, checking bus stops, etc.
9. Coordinating, scheduling, and posting athletic and field trips, substitutes, and floaters.
10. Coordinating, scheduling, and obtaining quotes from outside vendors.
11. Processing accident reports, payroll vouchers and invoices.
12. Organizing and preparing a variety of materials for the Transportation Supervisor, such as correspondence, reports, work orders, emergency lists, student lists, route directions, substitute lists and records, Driver's Manual, petty cash, filing, driver certifications.

HOURS OF WORK: The hours for this position must, by necessity and nature of the operation, be flexible. Generally speaking, this position will work a 7-1/2 hour day, exclusive of lunch.

TERMS OF EMPLOYMENT: Twelve months, with conditions set by the Wall Township Board of Education

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

APPROVED: April 1, 2008