

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

TITLE: ASSISTANT COORDINATOR OF TRANSPORTATION

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Excellent driving record
3. Demonstrate competence in effective human relations and ability in maintaining accurate records;
4. Minimum of three (3) years of successful school transportation experience and community liaison work;
5. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
6. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
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.
9. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. 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.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO: Coordinator of Transportation/ School Business Administrator

JOB GOAL:

To assist with overseeing the operation of the school transportation program and to ensure the safe and efficient transport of students to curricular and extracurricular activities.

PERFORMANCE RESPONSIBILITIES:

1. Conduct monthly meetings with bus monitors and bus drivers;
2. Assumes responsibility for the safe and efficient operation of the school transportation program;
3. Ensures compliance with all laws, regulations and board policy related to school transportation;
4. Assists in the preparation of all bus routes; determine bus stops, pick-up times and ensures compliance with bus capacity limitations;
5. Assist in the development of and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities;
6. Assists in the arrangements for the transportation of handicapped students and special needs students determined by the Child Study Team'
7. Assists in the preparation of and administers the budget for student transportation;
8. Assists in the investigation of school bus accidents involving serious injury and/or property damage;
9. Assist with interviews and recommendation of bus drivers and bus aides for Board approval;
10. Prepares and maintains daily attendance for transportation department;
11. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

ASSISTANT COORDINATOR OF TRANSPORTATION (continued)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary determined by Board of Education

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

Approved by: Pleasantville Board of Education

Date: August 11, 2020

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:18A-2	Purchases, contracts, agreements, advertising; exceptions
<u>N.J.S.A.</u> 18A:22-8.6	Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 27:1B-25	State aid to counties and municipalities
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:27-9	Contracting for transportation services
<u>N.J.A.C.</u> 6A:28	School ethics commission
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Commercial Motor Vehicle Act of 1986; 49 U.S.C. 3701 et seq.

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Employee/supervisor training, 49 CFR 382.1202, 1203 school bus drivers, 49 CFR 382.103

ASSISTANT COORDINATOR OF TRANSPORTATION (continued)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. 2717 et seq. (regulations prohibited in 1994)