

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

Business/ Operations

TITLE: TRANSPORTATION MANAGER

QUALIFICATIONS:

1. Bachelor's Degree on Transportation logistics or related field.
2. Valid Commercial Driver's License
3. Excellent driving record
4. Demonstrate competence in effective human relations and ability in maintaining accurate records;
5. Minimum of five (5) years of successful school transportation experience and community liaison work;
6. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
7. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
10. 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.
11. 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.
12. 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.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate

REPORTS TO: School Business Administrator/Assistant Business Administrator

JOB GOAL:

To oversee 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. 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. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
4. Prepares all transportation records and reports as required by law, code or board policy.
5. Oversees notification, documentation and arrangements for parents/guardians providing written statements waiving the transportation services (N.J.A.C. 6A:27-1.4).
6. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
7. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
8. Arranges for the transportation of pupils with disabilities as determined by the child study team.
9. Coordinates authorized transportation services for community groups in accordance with board policy.

10. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
11. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.
12. Prepares and administers the transportation budget.
13. Conducts an annual cost analysis of the transportation operation;
14. Develops recommendations for future equipment and personnel needs.
15. Works with the business administrator to formulate specifications for transportation contracts with private vendors as necessary.
16. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.
17. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
18. Promotes the safety of pupils through preservice and regularly scheduled in-service training of bus drivers and substitute drivers.
19. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
20. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
21. Ensures the timely State inspection of all board-operated buses.
22. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
23. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes the files available for inspection upon request.
24. Responds to transportation inquiries by the public and handles all complaints.
25. 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.
26. 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.
27. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
28. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

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: September 12, 2023

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

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