

MONMOUTH REGIONAL HIGH SCHOOL
Tinton Falls, New Jersey

Position Title: TRANSPORTATION COORDINATOR

Qualifications:

1. School Transportation Supervisor Certification or ability to complete course work within four years
2. High School Diploma.
3. Minimum school transportation experience as determined by the board.
4. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation.
5. Demonstrated skills in personnel management, route scheduling, fleet maintenance and pupil transportation
6. Required criminal history background check and proof of U.S. citizenship or resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Purpose of the Position: To assist the Transportation supervisor with overseeing the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Reports to: School Business Administrator/Board Secretary and/or Superintendent

Supervises: Bus Drivers, substitute drivers, bus aides, and mechanics

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. Assist with training of all transportation personnel.
4. Assist with preparing all transportation records and reports as required by law, code or board policy.

Routes and Services

1. Assist with preparing efficient bus routes as well as monitor all routes regularly.
2. Assist with arranging for the transportation of pupils with disabilities as determined by the child study team.
3. Assist with the coordination of authorized transportation services for community, student activity, field trips or athletics groups in accordance with board policy.

Budget and Finances

1. Assist with preparing and administering the transportation budget
2. Prepares requisitions for departmental expenses

3. Creates quotes/invoices transportation jointures
4. Assist with preparing year end transportation reports for annual audit
5. Assist with preparing required county and state reporting including but not limited to DRTRS, Accident Reports and Annual School Bus Driver/Aide Certification

Maintenance and Safety

1. Promotes the safety of pupils through preservice and regularly scheduled inservice training of bus drivers and substitute drivers
2. Periodically inspects all board-operated buses for cleanliness and proper maintenance
3. Assist with ensuring and organizing the timely and successful State Inspection of all board-operated buses at a minimum of twice per year.
4. Assist with maintaining an individual and permanent file on each board-owned vehicles as required under law and making the files available for inspection upon request

Complaints and Communications

1. Responds to transportation inquiries by the public and assist with complaints.
2. Assist with investigating complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquires and prompt resolutions of complaints
3. Assist with maintaining 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.

Miscellaneous (pertaining to Transportation)

1. Secondary substitute caller for transportation department
2. When coverage is not needed in the district; attend meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
3. Perform other duties as assigned by the School Business Administrator/ or CSA/Superintendent of Schools.

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

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