

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **Supervisor of Transportation**

Reports to: School Business Administrator/Superintendent

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

Nature and Scope of the Job:

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Employment Terms:

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

Job Functions and 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 bus routes for public and parochial k-12, determines bus stops, pick-up times; ensures compliance with bus capacity limitations, and assists the Business Administrator in preparing bidding documents for transportation routes.
4. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
5. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
6. Arranges for the transportation of handicapped students as determined by the child study team.
7. Works with the business administrator to formulate specifications for transportation contacts with private vendors as necessary.
8. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.
9. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus yard.
10. Prepares and administers the transportation budget.
11. Promotes the safety of students through preservice and regularly-scheduled inservice training of bus drivers and substitute drivers.
12. Inspects all board-operated buses for cleanliness and proper maintenance on a periodic basis.
13. Works cooperatively with principal to make arrangements for bus emergency evacuation drills at all schools.
14. Responds to transportation inquiries by the public and handles all complaints.
15. Prepares all transportation records and reports as required by law, code or board policy.

MONMOUTH REGIONAL HIGH SCHOOL

TITLE Supervisor of Transportation

- 16. Ensures the timely state inspection of all board-operated buses.
- 17. Advises the school business administrator and superintendent on road conditions for decisions on school closing during inclement weather.
- 18. Conducts an annual cost analysis of the transportation operation; develops recommendations for future equipment and personnel needs.
- 19. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.
- 20. Certifies bus driving staff hours to payroll department.
- 21. Monitors the performance of all routes, contracted as well as district run.
- 22. Perform such other duties as may be prescribed by law or assigned by the School Business Administrator and/or Superintendent of Schools.

Evaluation:

Performance of this job will be evaluated at a minimum annually in accordance with provisions of the board’s policy on evaluation of noncertified supervisory staff.

Approved

Date

LEGAL REFERENCES:

- N.J.S.A. 18a:7-1 Criminal history record;employee in regular contact with students; Grounds for disqualification from employment;exception
- N.J.S.A. 18A: 16-2 Physical examinations; requirement
- N.J.S.A 18A:22-8.6 Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
- N.J.S.A. 18A:25-2 Authority over students
- N.J.S.A 18A:39 Transportation to and from schools
- N.J.S.A 18A:39-1.3 and 1.4 Transportation costs
- N.J.S.A 18A:25-2 Authority over students
- N.J.S.A.27:IB-25 State aid to counties and municipalities
- N.J.S.A 18A:39 Transportation to and from schools
- N.J.A.C. 6:3-8.9 Transportation (homeless students)
- N.J.A.C. 6:3-9.1 et seq. School ethics commission
- N.J.A.C. 6:8-4.9(a)5 Transportation contracts
- N.J.A.C.6:21-1.1 et seq. Student Transportation
- N.J.A.C.6:28-3.8(a)5 Transportation of special education students
- N.J.A.C. 6:29-7.4 Physical Examinations
- 49 U.S.C.3701 et seq. Commercial Motor Vehicle Act of 1986

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **Supervisor of Transportation**

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 set.
(regulations prohibited in 1994)

First Reading Board of Education: October 6, 2015