

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: G-001 - Director of Student Transportation**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Graduate of an accredited 2 or 4 year college preferred.
2. Hold or obtain New Jersey Department of Education Student Transportation certification or equivalent.
3. Possess a valid driver's license (CDL) with P and S endorsements preferred.
4. A driving record with no serious violations.
5. A minimum of five years experience in school transportation.
6. Knowledge of state laws and regulations governing school bus operation, construction and maintenance.
7. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
10. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.

**REPORTS TO:**

Business Administrator

**JOB GOAL:**

The Director of Student Transportation shall oversee the operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Director will also oversee the related facility and garage operations that will support and ensure efficient transportation, district vehicle fleet management and communication services.

**SUPERVISES:**

Assistant Director of Student Transportation, Dispatchers, Garage Supervisor, Drivers, Mechanics, and all other Transportation personnel as necessary.

**PERFORMANCE RESPONSIBILITIES:**

**Overall responsibilities**

1. Assumes responsibility for the safe and efficient operation of the school transportation services.

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.

#### Routes and services

1. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities
3. Arranges for the transportation of pupils with disabilities as determined by the child study team.
4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
6. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

#### Budget and finances

1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation;
3. Develops recommendations for future equipment and personnel needs.

#### Contracts and purchases

1. Works with the Business Administrator to formulate specifications for transportation contacts with private vendors as necessary.
2. Makes recommendations for new vehicles, related equipment and services, and assists in the preparation of bid specifications.

#### Maintenance and safety

1. Oversees maintenance operations for all district-owned vehicles; develops a plan for preventive maintenance; and is responsible for garage operations.
2. Promotes the safety of pupils through preservice and regularly scheduled inservice training of bus drivers and substitute drivers.
3. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board-operated buses.
6. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
7. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes the files available for inspection upon request.

#### Complaints

1. Responds to transportation inquiries by the public and handles all complaints.

2. 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.
3. 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.

#### Other

1. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
2. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Business Administrator, and not otherwise prohibited by law or regulation.

#### **TERMS OF EMPLOYMENT:**

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

#### **ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certified staff.

#### **PHYSICAL REQUIREMENTS:**

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 accommodations 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.

**BOARD APPROVAL DATE:** September 9, 2021, Agenda Item T-17