

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: G-002 - Assistant 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 word processing, data management, information retrieval, visual presentations, and telecommunications.

REPORTS TO:

Director of Student Transportation

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Assists with managing the safe and efficient operation and delivery of school transportation services.
2. Assists with ensuring compliance with all laws, regulations and board policy related to school transportation.
3. Assist with recruiting, training and supervising the performance of all transportation personnel.
4. Assist in preparing all transportation records and reports as required by law, code or board policy.
5. Represent department management by attending meetings as needed.
6. Supervise assigned department personnel.

7. Supervise various personnel activities including, but not limited to processing time sheets and calculating related salary data and payroll information.
8. Maintain various databases and computer systems that are used for district management and reporting purposes.
9. Complete reports for various government entities as required.
10. Maintain employee training and safety programs as in accordance with law and regulation. In conjunction with other designated staff members, develop, monitor and evaluate staff and, if necessary, create retraining programs.
11. In conjunction with the Director of Student Transportation, and other designated staff members, conduct employee interviews.
12. Coordinate district-wide bus evacuation drills, driver yearly road testing, and in accordance with state and federal regulations.
13. Coordinate district-wide safety program(s) and other related program(s) with other government entities.
14. Remain up to date on all new regulations and all aspects of student transportation and school bus driver responsibilities.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, 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-certificated 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: August 19, 2021, Agenda Item M-20.