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# BERKELEY HEIGHTS PUBLIC SCHOOLS



*INCLUDE, INSPIRE, EMPOWER*

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## Office of the Superintendent of Schools

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### Job Description

### **TRANSPORTATION SUPERVISOR**

#### QUALIFICATIONS

- Bachelor's Degree or equivalent job experience as determined by the Administration;
- Must possess a valid New Jersey School Transportation Supervisor Certificate;
- Minimum three to five years public school transportation experience;
- Knowledge of proper state and federal licensing procedures for school vehicles;
- Possess valid Commercial Driver's License (CDL) - passenger and air brake endorsements preferred;
- Knowledge of Microsoft Word, Excel, G-Suite, and transportation routing software – BusBoss experience preferred.
- Successful Criminal History Clearance.
- Proof of U.S. Citizenship or appropriate employment authorization.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL: Assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Berkeley Heights School District Transportation Department.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and directs work of district-employed bus drivers.
2. Develops and administers a transportation program to meet all daily transportation requirements to-and-from school and for extra-curricular activities.
3. Oversees bus routing and scheduling for all public, non-public, and special education students within and outside of the district in cooperation with appropriate administrators and external agencies/vendors.
4. Recruits, trains, supervises and evaluates all transportation personnel and makes recommendations regarding employment, transfer, promotion, and termination.
5. Develops plans for preventive maintenance and ensures all district-owned transportation equipment is properly maintained.
6. Maintains relationships with Berkeley Heights Department of Public Works.
7. Ensures district-owned buses are inspection-ready for the New Jersey Division of Motor Vehicle (twice a year).
8. Prepares the district's Transportation budget.
9. Approves Transportation Department payroll.
10. Authorizes transportation-related purchases in accordance with budgetary limitations and procurement regulations.
11. Coordinates payment of all transportation-related invoices with Accounts Payable and other departments ensuring that all invoices are processed for payment through the district's accounting system.
12. Maintains transportation safety standards conforming to state and insurance regulations and develops a program of preventive safety.
13. Interprets to the Board, administration, and the public, as appropriate, federal and state standards and guidelines regarding student transportation.
14. Recommends revised and new transportation policies to the administration.
15. Works with appropriate administrators to solve disciplinary problems occurring on school buses.
16. Develops recommendations for future transportation equipment and personnel needs.
17. Responds to complaints regarding district transportation and maintains a professional relationship between the Transportation Department and parents/community.
18. Presents transportation policies and procedures each year to new Kindergarten families including bus tours during Orientation.
19. Prepares and submits the District Report of Transported Resident Students (DRTRS) annually as required by the State of New Jersey.
20. Ensures district practices conform to all state laws and regulations regarding school transportation and maintains proper records.
21. Maintains relationships with other districts and private schools.

22. Coordinates transportation in emergency situations. Takes calls after hours to facilitate student transportation matters.
23. Works with the Superintendent and Berkeley Heights Police Department in determining the feasibility of opening school during inclement weather, including checking the safety conditions of all main and secondary roads when deemed necessary.
24. Attends committee meetings, Board meetings, staff meetings and professional conferences as requested by the School Business Administrator/Board Secretary.
25. Presents information to stakeholders as requested by the School Business Administrator/Board Secretary.
26. Reports to the School Business Administrator/Board Secretary on the affairs of the district's transportation operation and recommends changes and improvements as needed.
27. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary.
28. Maintains confidentiality of all Business Office and personnel matters.
29. Maintains regular and prompt attendance as an essential element in the efficient operation of the district and effective conduct of the educational program. The Board of Education considers attendance an important component of job performance.
30. Performs all other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary.

#### TERMS OF EMPLOYMENT:

Twelve-month position – contract terms and salary to be determined by the Superintendent of Schools and the BOE.

#### EVALUATION:

Performance of this job will be evaluated on an on-going basis in accordance with provisions of N.J. State Law and the Berkeley Heights Board of Education's policies on evaluation of professional personnel.

#### APPROVAL: