

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Transportation Specialist

II. PRIMARY FUNCTION

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

III. REPORTS TO

Supervisor of Transportation

IV. QUALIFICATIONS

- Minimum of three (3) years' successful school transportation experience
- Knowledge of state laws and regulations governing school bus construction, maintenance and pupil transportation
- Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify
- Knowledge of student transportation software (VersaTrans) and student information system (Genesis)
- Knowledge of routing and planning for the purpose of safe and efficient student transportation

V. MAJOR DUTIES AND RESPONSIBILITIES

- Assist in the safe and efficient operation of the school transportation program
- Train and supervise the performance of all transportation personnel
- Develop and administer a transportation program to meet the needs of the daily instruction program, field trips and extra-curricular activities
- Arrange for the transportation of handicapped pupils as determined by the child study teams
- Works with Business Office to formulate special specifications for transportation contracts with private vendors
- Promote the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
- Work cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools
- Prepare all transportation records and reports as required by law, code or board policy
- Attend Public Board of Education Meetings when requested
- Prepare all billing information monthly for bus vendors
- Perform other related duties as directed by the Superintendent or designee
- Promote the safety of students through pre-service and regularly scheduled in-service training of bus drivers, substitute drivers and bus aides
- Oversee the subscription bus procedure and aide in lieu to ensure compliance with district policy and state regulation
- Assist with the State DRTRS Report
- Perform such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – Exempt Group – Salary as determined annually by the Board of Education