

	<h2>HAMILTON TOWNSHIP SCHOOL DISTRICT</h2> <p>90 Park Avenue, Hamilton, New Jersey 08690</p> <h3>JOB DESCRIPTION</h3>		
TITLE:	Assistant Transportation Supervisor	REPORTS TO:	Transportation Supervisor
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Diploma or equivalent; AA or BA Degree preferred 2. Experience in the field of transportation and knowledge of transportation routing systems. 3. Knowledge of township roads, geography and road conditions. 4. Knowledge of Excel and Google Docs for Education preferred. 5. State of New Jersey Transportation Supervisor Certificate preferred. 6. CDL licensed for student transportation issued by the State of NJ preferred. 7. Ability to pass the required Criminal History Review and the Sexual Misconduct/Child Abuse Disclosure 		
GENERAL DESCRIPTION:			
<p>To assist the Transportation Supervisor in the efficient operation of the Transportation Department and ensure the safe transport of pupils to curricular and non-curricular activities.</p>			
RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:			
<ol style="list-style-type: none"> 1. Assist in development of bid specification and routes for private, parochial, public, charter and special education students. 2. Attend bid openings, analyze bids and assist in making award recommendations. 3. Process all non-public applications, verify non-public students eligible for aide in lieu of transportation, process vouchers twice yearly and maintain accurate payment schedules. 			

4. Assist in preparation of contracts, agreements, jointures, addendums and renewals for approval by the Mercer County Superintendent of Schools.
5. Assist in the processing of all private, parochial and charter school applications and assignment of bus stops.
6. Formulate bus routes using the Versa Tran System.
7. Assist in the scheduling of district routes, summer school routes, HEP/Willey and Special Education mid-day routes.
8. Review eligibility of boundaries.
9. Maintain safety standards in conformance with all state laws and regulations pertaining to school bus transportation.
10. Investigate reported unsafe bus stops and road conditions and coordinate with Hamilton Township Police Department Bureau of Traffic Safety regarding hazards, road closings, etc.
11. Maintain all district owned equipment, schedule vehicle maintenance and inspections, develop plans for future equipment and personnel in accord with district needs and maintain all related records.
12. Maintain all driver records including fingerprints, physicals, license renewals and abstracts.
13. Assist in developing policy pertaining to transportation for Board approval.
14. Serve as a liaison between the parents, schools and contractors and assist school administration in solving discipline problems.
15. Keep abreast of geography, street conditions, hazards and demographics.
16. Assist in the preparation and distribution of bus passes.
17. Cover any driver or aide position when driver or aide is absent from work.
18. Performs such other related duties as may from time to time be assigned.

PHYSICAL REQUIREMENTS:

The physical demands are those that must be met to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Able to walk up and down stairs
2. Able to stand for long periods of time
3. Able to sit for long periods of time
4. Able to talk for long periods of time
5. Able to use a computer keyboard
6. Able to lift 20 lbs.
7. Ability to pass the required physical examination for employment.

WORKING LOCATION:

Transportation Facility



WORK YEAR:	Twelve-month year. Salary as determined by the Board of Education.
DATE APPROVED BY BOARD OF EDUCATION:	April 26, 2023

