

PASSAIC BOARD OF EDUCATION
Passaic, New Jersey

JOB DESCRIPTION

TITLE: Transportation Manager

QUALIFICATIONS:

1. A bachelor's degree of higher; or equivalent combination of education and transportation-related work experience; high school diploma or equivalent.
2. At least five (5) years experience with transportation-related management, preferably in education or civil service.
3. Knowledge of Federal and New Jersey pupil transportation, motor carrier, and purchasing law and regulations.
4. Excellent verbal and written English communication skills; Spanish language fluency preferred.
5. Must possess interpersonal skills to relate to pupils, parents, community, administration, teaching staff members, and support staff members.
6. A valid New Jersey driver's license.
7. Must have use of automobile during work hours and must present proof of valid automobile insurance.
8. Knowledge of computer-related technology and other appropriate systems.
9. Must be able to work independently.
10. Management, organization, and communication skills.
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Director of Operations

PERFORMANCE RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all staff for excellent performance and responsibility for behavior.
2. Assist the Director of Operations and provide leadership, management, and supervision of the following responsibilities:
 - a. Effectively manage school district transportation service contracts.
 - b. Develop student transportation plans with transportation service provider and local school district staff.
 - c. Coordinate and schedule bus drivers for regular routes and field trips in accordance with bidding rosters, driver selections, and provisions of the labor agreement.
 - d. Receive district vehicle use requests, scheduling use in accordance with policy.

- e. Prepare work orders for contract services performed and damages to buses.
 - f. Serve as transportation liaison for coaches and non-district staff who transport students.
 - g. Develop procedures for the following: loading and unloading, child not ready at pick up time, when parents are not home, abuse and neglect, transporting others, bus behaviors, weapons, medical concerns, late buses, inclement weather, emergency closure, etc.
 - h. Remain available before and after school for bus incidents, problem solving undeliverable children and students, and other pupil transportation problems and emergencies.
 - i. Remain available and be on-call during breaks in the Passaic Public Schools calendar (e.g. winter break, spring break, etc.) to handle all pupil transportation problems and emergencies of out-of-district schools.
 - i. Coordinate special needs transportation in-services with transportation service supervisor of special needs.
 - j. Attends IEPs and IFSPs and other meetings relating to transportation issues when requested.
 - k. Uses collected data to verify and report on fiscal matters related to the transportation budgets.
 - l. Maintain knowledge of current training and licensing requirements.
 - m. Serve as project manager for district transportation initiatives.
 - n. Assist the business office with the preparation of transportation bids, quotations, and contracts.
 - o. Assist in long range and strategic transportation-related planning for the district.
 - p. Assist in the determination of types of transportation needed by the schools and make appropriate recommendations.
 - q. Prepare district, state, and federal reports as required. Prepare mid-year and end-of-the year transportation reports; and the District Report of Transported Resident Students (DRTRS).
 - r. Prepare the Contractors Manual, the Handbook for Parents, and the Handbook for Schools.
3. Attend meetings of the Board of Education and its committees as required by the Superintendent or his designee.
 4. Assist in the development, maintenance, monitoring, and updating of the Board's policies, regulations, exhibits, and forms.
 5. Lead, manage, supervise, develop, and evaluate personnel supervised and other staff members as the Superintendent may designate in accordance with law, code, and Board policy.

6. Assist with any audits and investigations of the district of any of its schools, divisions, departments, offices, or facilities.
7. Provide all necessary fiscal reports and any other requested reports to the Superintendent and Board of Education.
8. Oversee the operations of the departments supervised.
9. Participate in staff meetings, administrator meetings, and committee meetings.
10. Report on the status of district programs and services.
11. Assist with the development, preparation, and administration of the budget.
12. Maintain copies of all necessary records and forms related to supervised programs and services.
13. Prepare reports for the Superintendent and the Board as requested by the Superintendent.
14. Interpret the programs and policies of the district to staff, students, and the community at large.
15. Work with local, state, and federal agencies that provide services to students.
16. Keep the staff informed and seek ideas for the improvement of the district. Conduct meetings as necessary for the proper functioning of the district.
17. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
18. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in transportation through reading of professional journals, participation in professional development, and involvement in professional organizations.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors. Submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
22. Oversee and handle any state and/or federal monitoring relative to the areas supervised.

23. Oversee the implementation of New Jersey Quality Single Accountability Continuum (QSAC) or equivalent system.
24. Perform all other duties as required by law, code, or Board policy.
25. Perform such other tasks and assume such other responsibilities as the Superintendent or his/her designee may assign from time to time and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT:

1. Twelve (12) months.
2. Contract terms, salary, and benefits as established by the collective bargaining agreement.
3. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Passaic Board of Education.
4. Non-tenurable.

EVALUATION: Evaluated by the Director of Operations.