

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
MANAGER
Manager of Transportation Operations

JOB TITLE: **Manager of Transportation Operations**

REPORTS TO: Assistant Business Administrator/Comptroller

SUPERVISES: All Transportation Personnel

NATURE AND SCOPE OF JOB: To provide safe and efficient transportation for Trenton's students within the established guidelines of Federal, State and local laws and policies.

QUALIFICATIONS:

The Manager of Transportation Operations shall:

1. Have a High School Diploma. Bachelor's Degree preferred.
2. Have a minimum of five (5) years' experience working in a transportation department and two (2) years' experience in a supervisory position
3. Demonstrate ability to provide leadership in the development of a safe and efficient transportation system
4. Demonstrate understanding of Federal, State and Department of Education laws that regulate student transportation.
5. Possess a valid New Jersey CDL with passenger and school bus endorsements
6. Possess or be willing to complete the New Jersey course requirements prescribed for Transportation Supervisors
7. Demonstrate knowledge and experience in operating a computer software routing system
8. Demonstrate mechanical knowledge of operating a vehicle maintenance department
9. Demonstrate knowledge of student safety programs
10. Demonstrate knowledge of driver training programs
11. Demonstrate strong leadership skills
12. Demonstrate excellent organization skills
13. Demonstrate ability to work independently
14. Demonstrate ability and willingness to maintain a flexible work schedule
15. Have excellent integrity and demonstrate good moral character and initiative
16. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration
17. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary
18. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1

20. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4
21. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
22. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Manager of Transportation Operations shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Manager of Transportation Operations shall:

Personnel:

1. Be directly responsible for the selection and recommendation of candidates for employment in all positions within the Transportation Department in accordance with District processes
2. Be directly responsible for planning and coordinating work schedules for all transportation personnel including the packaging of routes for bidding purposes, vehicle maintenance, employees' schedules and hours of operation for the office
3. Be directly responsible for implementing the negotiated labor agreement between the Trenton Board of Education and the various unions
4. Be directly responsible for supervision and evaluation of departmental staff in accordance with District procedures including recommendations for non-renewal, increment withholding and termination
5. Be directly responsible for recommending disciplinary action when required in accordance with the collective bargaining agreements and District procedures in a fair and consistent manner
6. Monitor daily attendance
7. Be directly responsible for administering, monitoring and overseeing the Federal requirements for the District's Drug Testing Program of employees with CDLs.

Routing and Scheduling:

1. Be directly responsible for developing and implementing bus routes and schedules to effect efficient daily student transportation services including, but not limited to: to and from school; sporting events; field trips; after hour activity runs; homeless students; and students placed by the New Jersey Institutional Abuse Investigative Unit
2. Review with other districts the possibility of jointures and contracts for pupil transportation. Prepare and maintain the appropriate documentation for the agreements.
3. Be responsible for the distribution of bus tickets to eligible students.

Financial:

1. Be directly responsible for department records and reporting systems
2. Be directly responsible for the development and control of the Transportation Department's budget and expenditures.
3. Oversee payroll records and purchase orders in order to avoid financial waste and maintain efficiencies

Administratively Approved – July 22, 2017

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4. Compile information needed for state reimbursement and be responsible for the submission to the state or county office.

Fleet Maintenance:

1. Be directly responsible for the supervision of the maintenance and repair program for the Trenton Public Schools' owned and leased vehicles and equipment
2. Be directly responsible for the development of specifications for the purchase of new vehicles and equipment
3. Maintain a complete up-to-date listing and inventory of supplies and equipment
4. Investigate all accidents and provide proper and timely reports to all concerned parties
5. Oversee all aspects of fleet maintenance in reference to service. Provide accurate record keeping of vehicle maintenance. Establish effective use of personnel and equipment in accordance with the guidelines of safety and efficiency. Recover manufacturer's warranty for new vehicles.

Training:

1. Provide qualified instruction for all department staff and employees
2. Establish safety training for in-school student programs
3. Establish guidelines for new employee training and retraining of current employees

General Responsibilities:

1. Be directly responsible for the total operation of the Transportation Department in accordance with rules and regulations of the Department of Education in the State of New Jersey and in compliance with the policies of the Trenton Board of Education
2. Prepare and submit all required reports
3. Ensure that reimbursement forms are distributed to parents
4. Work cooperatively with school administrators to schedule and perform school bus evacuation drills
5. Communicate with contractors and schools when Trenton schools have a delayed opening, early dismissal or are closed due to inclement weather or other emergency situations
6. Qualify students for transportation services as required
7. Remain on-call for responding to any bus accidents
8. Perform all duties in the most efficient manner possible and in cooperation with the administration. All duties must be performed in the best interest of the Trenton Board of Education.
9. Submit recommendations to the Assistant Business Administrator/Comptroller in reference to any problems or for the improvement in operations of the department
10. Resolve complaints and concerns raised by parents and the schools
11. Meet periodically with school administrators in regard to schedules, functions or problems
12. Regularly monitor the safety of the employees and oversee the maintenance and cleanliness of the fleet and facilities
13. Be directly responsible to submit appropriate recommendations for the improvement of the efficiency of departmental operations
14. Be responsible for all other assigned duties by the Assistant Business Administrator/Comptroller, Business Administrator/Board Secretary or the Superintendent of Schools consistent with the functions of this job description.

EVALUATION

The Manager of Transportation Operations shall be evaluated in accordance with Board of Education Policy.

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