

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

TRANSPORTATION ASSISTANT

QUALIFICATIONS:

1. High School Diploma required, college degree a plus.
2. Experienced in student transportation or a related field.
3. Must possess a valid driver's license to drive a type 1 New Jersey school bus, with the proper motor vehicle endorsements.
4. Possess an in depth knowledge of the following:
 - a. Federal and State laws and regulations pertaining to student transportation.
 - c. Nonpublic, charter and choice school transportation regulations and requirements.
 - d. Word processing and spreadsheet programs.
 - e. Must have prior knowledge of the VersaTrans routing and scheduling program.
5. Exceptional ability to provide work with difficult people in relation to student transportation.

REPORTS TO:

Comptroller

JOB GOAL

Assist the Comptroller and School Business Administrator with the safe, efficient and most cost effective methods to provide required transportation to district students.

SUPERVISES:

Not Applicable

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the safe, efficient and cost effective operation of the district school transportation program.
2. Ensures compliance with all laws, regulations and board policies and rules related to district student transportation.
3. Qualifies students for transportation services as required.
4. Prepares all bus routes including pickup and delivery times; determines bus stop locations using the VersaTrans routing and scheduling program.
5. Communicates the route and stop information in a timely manner to the appropriate schools, parents and guardians.

6. In conjunction with the comptroller, business administrator and purchasing personnel prepare general bid specifications for student transportation services.
7. Consult before bidding with the following to ensure bid specifications meet their needs:
 - a. The Administrators of Student Services for special education students.
 - b. Athletic directors for approved athletic trips.
 - c. Building principals for approved class trips and other extracurricular trips.
8. Assists the business administrator with budget preparation.
9. Assures adherence to the established budget and assists the business administrator with the preparation of all requisitions and purchase orders.
10. Prepare for the business administrator's signature and county superintendent's approval all student transportation contracts and jointures within the lines specified by regulation.
11. Prepares all transportation records and reports as required on a timely basis including the district report of transported resident students (DRTRS)
12. Work cooperatively with district building principals to resolve transportation issues and schedule and perform school bus evacuation drills.
13. Responds to school transportation inquiries by the public and works to amicably resolve all parent complaints.
14. Maintains constant communication with all district transportation contractors to assure:
 - a. Adherence to the bid specifications.
 - b. Notice of possible fines when necessary.
 - c. Resolve route, timing and students discipline issues.
15. Provide contractors with a copy of the district guidelines.
16. Attend district and community meetings as required which may include evening hours.
17. Perform any other duties as assigned by the comptroller and business administrator.

TERMS OF EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Business & Technical Association

SALARY: In accordance with Business & Technical Contract
(Guide C)

EVALUATION: Annually by the Comptroller according to Board policies and rules.

Board Approved
October 26, 2015