

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

ASSISTANT TRANSPORTATION MANAGER

QUALIFICATIONS:

1. Experience in the operation of a school transportation system to include planning, budgeting, purchasing supplies, supervising, and maintaining vehicles.
2. Possession of a Class "B" CDL with P & S endorsements strongly preferred.
3. Ability to demonstrate excellent organizational skills and the ability to prioritize and multi-task.
4. Ability to effectively communicate with students, staff, parents and other community members.
5. Ability to effectively utilize all Microsoft Office applications and all Transportation Department software.
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- 2-6. Other qualifications that the Board of Education may find appropriate.

REPORTS TO: ~~School Business Administrator/Board Secretary~~ Transportation Manager

JOB GOALS: ~~Assist in providing~~ ~~Will have the direct responsibility to provide~~ safe and efficient transportation for all ~~students/pupils~~ in the district: home-to-school, athletic and field trips, and all other special trips.

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JOB RESPONSIBILITIES:

1. ~~Assist with D~~ ~~developing~~ and ~~administering~~ a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. ~~Assist with P~~ ~~preparing~~ bus routes and ~~updating~~ bus schedules for all public and non-public schools in the district.
3. ~~Assist with R~~ ~~recruiting~~, ~~supervising~~, and ~~arranging~~ for the training of all transportation personnel and appropriate central office staff.
4. ~~Assist with the oversight~~ ~~Oversees of~~ the maintenance of all district-owned equipment and ~~developing~~ plans for preventive maintenance.
5. ~~Assist with the P~~ ~~preparations~~ and ~~administration~~ ~~ers of~~ the transportation budget in conjunction with the School Business Administrator/Board Secretary.
6. ~~Assist with the M~~ ~~aintenance of~~ safety standards in conformance with state and insurance regulations and ~~development~~ ~~s of~~ a program of preventive safety.
7. ~~Provide C~~ ~~ooperation to~~ ~~es with~~ school principals and others responsible for planning special school trips.
8. ~~Along with the Transportation Manager,~~ ~~Acts~~ a liaison with parents ~~and staff~~ for complaints and special requests.
9. ~~Conforms~~ with all state laws and regulations and Board policy regarding school transportation.
10. ~~Assist with the completion and dispatch of~~ ~~Completes and dispatches~~ insurance reports.

11. Assist with the completion and submission of ~~Completes and submits~~ all reports required by state, federal, and Board of Education.
12. Assist with processing all non-public transportation applications, certifications and vouchers.
13. Assist with the scheduling of bi annual bus evacuation drills and maintenance of appropriate files.
- ~~14.~~ Assist in the development of monthly athletic and field trip calendars for drivers; assigning work in rotation, based upon negotiated contract.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

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EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

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Board approval date: ~~March 13, 1989~~ November 27, 1995
Revised: May 14, 2018