

Transportation Supervisor
Branchburg Township School District
Branchburg, New Jersey

- I. Title:** Transportation Supervisor
- II. Qualifications:**
- Pupil Transportation Supervisor Level One Certification from NJDOE.
 - A minimum of three years' experience as a school bus driver.
 - Demonstrated competence in computer applications.
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- III. Reports To:** Business Administrator/Board Secretary
- IV. Supervises:** Assistant Dispatcher, Bus Drivers and Mechanics
- V. Job Goal:** The Transportation Supervisor shall be responsible for the operation of the School Transportation Program in such a way as to maximize the efficiency and effectiveness of the program in meeting the education goals of the school district.
- VI. Performance Responsibilities:**
- A. Budget
- Prepare and administer the transportation budget.
 - Submit requests for purchases in accordance with budgetary limitations and district policy and procedures.
 - Prepare financial analyses and other reports relative to the transportation program as may be requested by the Business Administrator.
- B. Reporting and Timesheets
- Review and approve all timesheets submitted by transportation personnel.
- C. Development
- Develop and administer a transportation program to meet all the requirements of the daily K-12 instructional program and extracurricular activities.
 - Prepare and maintain bus routes and schedules for all public and non-public schools attended by district students.
 - Keep abreast of new developments in the area of safety equipment, and make recommendations regarding the same.
 - Cooperate with school principals and others responsible for planning special school trips

- Develop recommendations for future equipment and personnel needs based on a survey of resident students, their geographic locations and grade levels.
- Work with municipal officials to be apprised of both future development and planned roadwork within the township and with police personnel to be informed of emergency situations affecting the transportation operation.
- Keep abreast of new and proposed changes in Federal and State rules and regulations which affect pupil transportation and be familiar with and conform with all existing laws and regulations.

D. Management Responsibilities

- Recruit, train, supervise, and evaluate all transportation personnel and make recommendations on their employment, transfer, promotion, and release.
- Supervise the maintenance of all district-owned equipment and develop plans for preventive maintenance.
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety, including but not limited to semi-annual evacuation drills and safety programs for staff and students.
- Work with responsible administrators in seeking solutions to discipline problems occurring on school buses.
- Act as liaison with parents for complaints and special requests regarding transportation.
- Review accident reports and distribute as required.
- Be responsible for the completion and timely submittal of all reports required by State authorities.
- Advise the Superintendent of local weather predictions and on the condition of roads during inclement weather.
- Attend committee, staff and Board meetings as appropriate.
- Serve as the district liaison, along with a Board of Education member, on the township's Emergency Management Council.
- Handle miscellaneous tasks as may be assigned from time to time by the Business Administrator.
- Perform backup supervision of the Buildings and Grounds Department in the absence of the Supervisor of Buildings and Grounds.

VII. Terms of Employment:

- 12 month work year

VIII. Evaluation:

- Annually

Board of Education Approved Revision: November 5, 2020