


GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry 
DATE: November 1, 2016
RE: Agenda Item for November 16, 2016

Attached is the new job description for the Assistant Transportation Supervisor. I am requesting the board approve the job description.

Glassboro Public Schools
Glassboro, New Jersey

TITLE: ASSISTANT TRANSPORTATION SUPERVISOR

REPORTS TO: TRANSPORTATION SUPERVISOR

QUALIFICATIONS: Valid Commercial Drivers License with passenger and S endorsement with the demonstrated aptitude or competence for assigned responsibilities and previous safe driving experience. Previous Transportation Office experience preferred.

Must have strong interpersonal skills communicating with Administrative Staff, Transportation Staff and district parents.

The Assistant Transportation Supervisor shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for transportation in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act and NJSA 18A:39-17.

Job Goal: To assist the Transportation Supervisor in overall daily operations of the Transportation Department.

Performance Responsibilities:

1. Daily:
 - a. Covers routes for absent bus drivers and/or bus aides; drives bus when necessary. Calls in substitute drivers and aides on a rotating basis.
 - b. Completes daily attendance roster and sends to Board office.
 - c. Distributes absence verification forms to employees for signatures and forwards to Supervisor for signature.
 - d. Relays pertinent information to drivers regarding students and/or road closures via radio.
 - e. Demonstrates comprehensive communication with Supervisor throughout the day.
 - f. Maintains school bus binders – including daily pre-trip inspection sheets and repairs
 - g. Answers and addresses phone calls in a professional, courteous, and timely manner.
 - h. Retrieves voicemails frequently and addresses in a timely manner.
2. Keeps accurate record of extra-curricular school activities, including but not limited to late runs, field trips, sports runs, and band events. Assures that all trips are covered. Checks sports schedules daily for any changes. Provides Supervisor with weekly trip cards and assists in assigning drivers, as per seniority rotation.
3. Assists Supervisor in scheduling Special Education and/or homeless students received from CST. Submits special transportation requests to GCSSSD in a timely manner, if student cannot be accommodated in house.

4. Completes required annual safety training requirements, including CPR/First Aid certification.
5. Have comprehensive understanding of Transfinder software.
6. Assist Supervisor with scheduling the school year students.
7. Assist Supervisor in scheduling all ESY students.
8. Maintain professional and courteous communication with school staff, transportation staff, parents, students and outside callers.
9. Exercises good judgment concerning emergencies, disabled vehicles, and irregular special requests by parents of pupils.
10. Understands all procedures as required in the Glassboro Public Schools Transportation Bus Manual.
11. Demonstrates knowledge of rules and regulations promulgated by Local, State and Federal authorities.
12. Observes HIPAA regulations regarding privacy of students, as well as staff members.
13. Maintains good rapport with Supervisor, Transportation Staff and School Administrators.
14. Notifies Supervisor in event of absence by 5:30AM via cell phone.
15. In the absence of Supervisor, maintains operation of the Transportation Office. Contacts Supervisor and/or Business Administrator regarding emergencies.

AND ALL OTHER DUTIES AND RESPONSIBILITIES AS DEEMED NECESSARY BY THE TRANSPORTATION SUPERVISOR, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY, PRINCIPAL, OR SUPERINTENDENT OF SCHOOLS.

Terms of Employment: Twelve (12) month salary to be established by the Glassboro Public Schools Board of Education.

Evaluation: Performance at this position will be evaluated annually by the Transportation Supervisor in accordance with provision of the Board's policy on Evaluation of Non-Instructional Staff.

Revised September 2016