

Glassboro School District
Job Description

- TITLE:** Supervisor of Transportation
- QUALIFICATIONS:**
1. Valid Commercial Driver's License
 2. Successful experience in school transportation
 3. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
 4. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
- REPORTS TO:** Business Administrator/Board Secretary
- SUPERVISES:** Bus Driver, Bus Aides, Mechanics, Dispatcher
- SCOPE:** The Supervisor of Transportation is to oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities
- POSITION GOALS:**
1. Assume responsibility for the safe and efficient operation of the school transportation program
 2. Ensure compliance with all laws, regulations and board policy related to school transportation
 3. Prepare all bus routes; determine bus stops, pick-up times, and ensure compliance with bus capacity limitations
 4. Recruit, train, evaluate and supervise the performance of all transportation personnel, and make recommendations regarding employment, promotion and release
 5. Develop and administer a transportation program to meet the needs of the daily instructional programs, field trips and extra-curricular activities
 6. Arrange for the transportation of out of district students and other accommodations pupils as determined by the Child Study Team
 7. Work with the Business Administrator to formulate specifications for transportation contracts with private vendors as necessary
 8. Make recommendations for the purchase of new vehicles, and assist in the preparation of bid specifications
 9. Prepare and administer the transportation budget

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10. Promote the safety of pupils through pre-service and regularly-scheduled in-service training of bus drivers and substitute drivers
11. Periodically inspect all board-operated buses for cleanliness and proper maintenance
12. Work cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools
13. Respond to transportation inquiries by the public
14. Prepare all transportation records and reports as required by law, code or board policy
15. Ensure the timely state inspection of all board-operated buses
16. Advise the Superintendent on road conditions for decisions on school closing during inclement weather
17. Conduct an annual cost analysis of the transportation operation; develop recommendations for future equipment and personnel needs
18. Maintain an individual and permanent file on each board-owned vehicle as required under law, and make them available for inspection upon request
19. Receive and file daily check lists for buses and investigate for compliance
20. Arrange all private school and special education transportation including the processing of parent aid in lieu of transportation
21. Drive school bus routes when substitute drivers are not available

TERMS OF EMPLOYMENT (ADDED):

Twelve month year. Salary and work year to be established by the Board of Education.