

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: TRANSPORTATION COORDINATOR

QUALIFICATIONS:

1. Minimum school transportation experience as determined by the board.
2. Knowledge of state laws and regulations governing pupil transportation.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: School Business Administrator/Superintendent

JOB GOAL: To oversee the safe and efficient transport of pupils.

PERFORMANCE RESPONSIBILITIES:

Overall responsibilities

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Prepares all transportation records as required by law, code or board policy.

Routes and services

1. Prepares all bus routes, determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
3. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Contracts and purchases

1. Works with the business administrator to formulate specifications for transportation contracts with private vendors as necessary.

Complaints

1. Responds to transportation inquiries by the public and handles all complaints.
2. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquires and prompt resolution of complaints.
3. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.

Other

1. Performs other related job duties as assigned.

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TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of non-certified staff.

Approved: March 15, 2017

LEGAL REFERENCES:

N.J.S.A. 2C:12-1	Assault
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment exception.
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:18A-2	Purchases, contracts, agreements, advertising, exceptions
N.J.S.A. 18A:22-8.6	Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
N.J.S.A. 18A::25-2	Authority over pupils
N.J.S.A. 18A:39	Transportation to and from school
N.J.S.A. 27:1B-25	State aid to counties and municipalities
N.J.A.C. 6A:27	Student transportation
N.J.A.C. 6A:27-9	Contracting for transportation services
N.J.A.C. 6A:28	School ethics commission
N.J.A.C. 6A:32-6	School employee physical examinations

Commercial Motor Vehicles Act of 1986: 49 U.S.C 3701 et seq.

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Employee/supervisor training: 49 CFR 382.1202, 1203 school bus drivers, 49 CFR 382.103

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. 2717 et seq. (regulations prohibited in 1994)