

Manager of Transportation Job Description

Follow all state and district laws, policies and regulations dealing with bus transportation procedures.

Establish bus routes and assign drivers and assistants for all regular and "portal to portal" special needs students for the school year.

Establish routes for all after school programs.

Establish routes and assign drivers for all summer programs.

Keep up to date information on all students utilizing the Transfinder software program.

Process paperwork for all background checks, driver abstracts, CPR certifications, first aid certifications and medical records for bus drivers and assistants.

Develop annual transportation budget.

Complete annual District Report for Transportation of Resident Students (DRTRS).

View videotapes to monitor student behavior and driver performance.

Draft correspondence and memos to the public as requested.

Process all purchase orders as it pertains to the transportation office.

Schedule district owned vehicles and assign drivers with the assistance of dispatchers for sports activity transportation.

Assist in resolving parental complaints and personnel issues.

Exercise responsible leadership in the event of an accident. Report accidents promptly and fill out requisite reports.

Update employee handbook.

Work with Prevention Specialists, Inc to insure all drivers are scheduled for random D & A testing as mandated by the State.

Insure all drivers are completing required paperwork including but not limited to monthly mirror grids, field trip reports and maintenance log books.

Act as liaison between the Special Services department and Union County Educational Commission regarding transportation for all district special education students.

Attend meetings and workshops to stay abreast of new laws and regulations concerning transportation.

Handle all personnel issues within the department.

Plan and implement in-service programs and monthly safety meetings for bus drivers and bus assistants to upgrade existing skills and train new personnel.

Responsible for maintaining the underground storage tanks including but not limited to acquiring current permits through the EPA and the Township of Union and follow all regulations regarding tanks.