



Job Description

West Windsor-Plainsboro Regional School District

Job Title: Assistant Transportation Coordinator
Department: Transportation
Report To: Transportation Coordinator
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 16 November 2021

Position Summary: Assists in the coordination and supervision of operational activities of the school district's transportation services.

Qualifications: Associate's degree (A.A.) or equivalent from a two-year college of technical school; two years' related experience and/or training, or equivalent combination of education and experience. Level one transportation supervisor certificate required. Valid CDL Class B license with passenger endorsement.

Essential Duties: The assistant transportation coordinator has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in procuring state required certificates of title and arranges for registrations and state inspections.
- Oversee vehicle inspection and scheduling of needed repair or service work.
- Arranges for insurance coverage on vehicles.
- Assists in the safety campaigns.
- Assists in the buying of equipment, parts and supplies for the department.
- Assist in maintaining routing program for student transportation.
- Investigate and respond to complaints relating to transportation services.
- Maintain all personnel record changes and maintains absence records for department employees.
- Maintain additional pay records for department employees as needed.
- Supervise department in the absence of the transportation coordinator.
- Recommend employment of new bus drivers, aides and mechanics.
- Assist in developing policies and procedures for the transportation department.

- Assists in the evaluation of transportation employees.

SUPERVISORY RESPONSIBILITIES: This position contributes to the supervision of the transportation staff.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal, Student Information System, and TransFinder software.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: CJ Conella
Director of Human Resources

