



## West Windsor-Plainsboro Regional School District

### Job Description

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

**Position Summary:** Directs, coordinates and supervises the operation 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 license preferred.

**Essential Duties:** The 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:

- Supervise and is responsible for the direction, coordination, and evaluation of the transportation staff.
- Procure state required certificates of title and arrange for registrations and state inspections for all vehicles.
- Oversee inspection of busses/vans/trucks by scheduling needed repair or service work.
- Develop and administer transportation services to meet all requirements.
- Recommend changes or additions to policies and procedures.
- Administer all personnel record changes and absence records for transportation employees.
- Administer additional pay records for department employees as needed.
- Respond to all accidents involving a school bus.
- Prepare bid package containing all route combinations that are not done by the district bus drivers.

- Award routes to contractor of lowest bid.
- Prepare contracted routes and follow through until approved by the County Superintendent.
- Develop and manage the transportation department budget; analyze purchases and repair costs to control expenditures.
- Ensure that all vehicles have proper insurance coverage.
- Plan and direct safety campaigns.
- Prepare bid specifications for all vehicle/equipment purchases.
- Approves the purchase of parts and supplies for the department.
- Recommend employment of all new employees of the transportation department.
- Investigate and responds to complaints relating to transportation.
- Develop and maintain a training program for bus drivers, aides and mechanics.
- Evaluate the department for the purpose of improving the transportation operations.

**SUPERVISORY RESPONSIBILITIES:** This position supervises 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

