

DELRAN TOWNSHIP SCHOOL DISTRICT

Supervisor of Transportation and Environmental Programs

Reports to: School Business Administrator

Job Goal: Plan, direct and coordinate the transportation and motor vehicle maintenance programs for the Transportation department. Develop an efficient and effective transportation network that provides safe transportation for the resident children within the district.

Performance Responsibilities:

Previous School Student Transportation experience required.

Environmental Programs:

- Coordinate Right to Know Training for new employees (annually) and refresher RTK training (bi-annually)
- Assume responsibility for:
 - ❖ AHERA (Asbestos Hazard Emergency Response Act — 1986) Asbestos Management Plan
 - ❖ Handle any other environmental issue that may come up (fungus in iced tea, mercury spill, etc.)
 - ❖ Right to Know Surveys (Compliance with State)
 - ❖ Blood-borne Pathogen Training (School Nurses, Athletic Trainers)
 - ❖ Lock out/Tag out Programs
 - ❖ Chemical Hygiene Plan
 - ❖ Indoor Air Quality (IAQ) testing when requested
 - ❖ Hazardous waste management (logs from MS and HS)
 - ❖ Medical Waste Removal
 - ❖ Lab Safety Standards
 - ❖ Hazardous Communication Plan
 - ❖ (MSDS and Surveys)

Contract Compliance Duties:

- Complete contract specifications as needed and ensure that all contractors have submitted required paperwork

Housekeeping/Black Seal Operator Contract:

- Bid specifications and updates
- Advertisement for bids
- Bid opening
- Recommendation to BOE via Business Administrator

Transportation Contract:

- Same procedures as Janitorial/Black Seal Operator Contract

E1VAC Contract:

- Same procedures as above contracts

Waste Removal:

- Same procedures as above contracts

Landscaping/Irrigation Contract:

- Same procedures as above contracts

Send required paperwork for renewal to Contract Vendors. Recommend to BOE for renewal annually until timeframe expired and then need to re-bid each contract.

Ensure that all required paperwork for contracts are on file for state audit (usually every 3 years, unless they pull a "spot-check").

Transportation Supervisor:

- Annual route modification and corrections for drop/adds, babysitter changes, schedule students for band, chorus and late buses.
- Arrange for and monitor student safety training and bus evacuation drills (bi-annually).
- Observe each route and driver at least once during the school year and observe frequently if calls of complaint are received from parents and/or School Administrator.
- Serve as liaison with the Educational Services Unit (i.e., Spring Bingo session regarding routes available for joint agreements.
- Represent the district at required county transportation meetings.
- Monitor billing data for billing from ESU.
- Schedule and monitor activity/athletic buses for the district.
- Supervise Transportation Contract:
 1. Trip/activity pricing, per diem adds/deletes, extra drive time and mileage charges.
 2. Conduct weekly meetings with First Student Supervisor (most times meet daily).
 3. Conduct vehicle and maintenance record spot checks to ensure that the Transportation Contractor is in compliance with the BOE bid specifications.
 4. Ongoing review of the following transportation contract compliance requirements:
 - Driving abstracts and Criminal History background checks.
 - Spot check driver training program and First Student Safety programs.
 - Construct, update and review Weekly transportation schedules to include calendar changes from all schools supported by Delran BOE Transportation, trips, athletics, shuttles and special needs busing.
 - Monitor student discipline reporting (bus conduct forms).
 - Fulfill district responsibilities regarding transportation requests from private/parochial students to include:
 1. Compile B6T requests.

2. Make determination as to transportation as per transportation rules and regulations.
 3. Complete and distribute financial documents for AID IN LIEU OF. (SECRETARY)
 4. Complete, distribute and review Private School Verification Summary (B8T's) for over 30 schools minimum of two (2) times per school year. (SECRETARY)
- Contract routes and arrange transportation of special needs students for summer transportation. Collect raw data and prepare transportation reports for use by the district, county and state departments (DRTRS).
 - Prepare and present updates, reports and studies to the Superintendent and/or Business Administrator relative to transportation when requested.
 - Recommend policy and procedures, operational controls and performance standards to the BOE for revision/change relative to student transportation.
 - Represent the Support Services Department in all transportation matters (i.e., staff; students, public and schools and any organization we service to include written communications, phone calls, information inquirers, complaints, special requests, etc.)
 - Edit and update computer databases (student, vehicle, maps, etc.)
 - Supervise the Support Service office personnel.
 - All other duties as assigned by your immediate Manager and/or Superintendent.

Education

High School Diploma required.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of non-certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012