

Township of Franklin Public Schools (Gloucester County)
Supervisor of Transportation

Position Type:

Administration/Supervisor of Transportation

Date Posted:

7/7/2026

Location:

Administration Building (**3228 Coles Mill Road, Franklinville, NJ 08322**)

Closing Date:

Until Position Is Filled

Qualifications

1. High school diploma
2. Four years of experience in transportation, including two years in a supervisory capacity, preferably in a school district
3. Commercial Driver's License Class B with passenger "S", and air brake endorsements
4. Good driving experience and record
5. Hold New Jersey Transportation Supervisor certificate or complete equivalent courses within eighteen months of employment
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

School Business Administrator/Board Secretary

Supervises

Transportation office staff; Bus Drivers; Bus Aides; Bus Mechanics; Bus Driver Trainer and Safety Coordinator; other transportation personnel assigned by the School Business Administrator/Board Secretary

Job Goal:

To promote a safe and efficient transportation system for the students of the district.

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. Recruits, trains, supervises and evaluates the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
4. Prepares all transportation records and reports 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. Arranges for the transportation of pupils with disabilities as determined by the child study team.
4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.

6. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Budget and finances

1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation;
3. Develops recommendations for future equipment and personnel needs.

Contracts and purchases

1. Works with the business administrator to formulate specifications for transportation contacts with private vendors as necessary.
2. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them.

Maintenance and safety

1. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and supervises operations in the bus garage.
2. Promotes the safety of pupils through regularly scheduled in-service trainings of bus drivers and substitute drivers.
3. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board-operated buses.
6. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
7. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes the files available for inspection upon request.

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 inquiries 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. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
2. Performs other related job duties as assigned with the scope of the Transportation Supervisor certification

Employment Conditions:

Contract year: July 1 to June 30 (12 months)

Bargaining Unit: Non-Unit Supervisor

Evaluation: In accordance with board policy