

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**TRANSPORTATION
4413 Bus Driver
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JOB TITLE: BUS DRIVER

REPORTS TO: Transportation Supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The Bus Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

QUALIFICATIONS:

The Bus Driver shall:

1. Hold and maintain a Valid Commercial Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
3. Have a minimum of three years' previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Bus Driver shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Bus Driver shall:

1. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable students to the district Transportation Supervisor and Principal of the receiving school on the district prescribed incident/discipline form.

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3. Check, clean, and perform minor servicing of buses.
4. Check gas, battery, oil, and water before departure.
5. Check vehicle for operating safety.
6. Assist disabled children and others out of and into vehicles when there is no bus attendant assigned.
7. Report if a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the bus driver shall report this absence to the district transportation department. Failure to do so will result in a deduction of the per diem rate for each day not notified.
8. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard. It is the contractor's responsibility that the drivers meet this requirement at no cost to the Readington Township Public School District.
9. Be in full charge of the school bus at all times and report unmanageable students to the district Transportation Supervisor and Principal of the receiving school on the district prescribed incident/discipline form.
10. Adhere to safety rules when loading and unloading pupils.
11. Prepare simple reports and keep logs of trips.
12. Conduct a pre-trip and post trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
13. Notify Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
14. Adhere to established routes, designated bus stops and keep to assigned time schedule.
15. Transport only authorized students.
16. Obey all traffic laws and observe mandatory school bus safety regulations.
17. Maintain discipline on the bus and report violations to the Principal or designee.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

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19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Use computers and/or electronic equipment to fulfill job functions.
22. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
23. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
24. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.
25. Report all accidents in accordance with N.J.S.A. 39-4:130.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Transportation Supervisor shall evaluate the Bus Driver in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: July 19, 2022

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JOB TITLE: **MECHANIC**

REPORTS TO: Transportation Supervisor

SUPERVISES: Maintenance and Repair of Buses and Vans

NATURE AND SCOPE OF JOB:

The Mechanic performs varied mechanical work involved in the repair, maintenance, and servicing of buses and vans, working with various machines and hand tools common to the trade.

QUALIFICATIONS:

The Mechanic shall:

1. Have successfully completed one (1) year of training in automotive technology at an accredited community college or vocational school.
2. Have two (2) years' of experience as a mechanic in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment. (Applicants who do not possess the required year of formal training may substitute one additional year of experience as outlined above).
3. Have an Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance. Automotive Service Excellence (ASE) Certification in Automobile Advanced Engine Performance and Diagnosis may be substituted for the formal training.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.

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9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Mechanic shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Mechanic shall:

1. Repair engines and components, power trains, suspension systems, and other mechanical units of buses and vans.
2. Obtain description of mechanical problems from driver of vehicle and/or test drive the vehicle or use testing equipment such as motor analyzers, spark plug testers, or compression gauges to locate and identify the problem.

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3. Locate worn, dirty, or poorly adjusted parts through visual check of vehicle or through the use of testing devices such as timing lights and dwell meters or other diagnostic equipment.
4. Remove, clean, or replace defective parts such as spark plugs, wheel cylinders, mufflers, tail pipes, or brake shoes.
5. Make settings and adjustments such as setting distributors and voltage regulators, points, gapping spark plugs, setting engine idle and timing, and adjusting brakes.
6. Remove units such as engine, transmission, or differential using wrenches and hoist.
7. Disassemble unit and inspect parts for wear using micrometers, calipers, and thickness gauges.
8. Repair or replace parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.
9. Overhaul or replace carburetors, blowers, generators, distributors, starters, and pumps.
10. Rebuild parts such as crankshafts and cylinder blocks using lathes, shapers, drill presses, and welding equipment.
11. Rewire ignition system, lights, and instrument panel.
12. Reline and adjust brakes, align front end, repair or replace shock absorbers, and solder leaks in radiator.
13. Mend damaged body and fenders by hammering out or filling in dents and welding broken parts.
14. Replace and adjust headlights and install and repair accessories such as radios, heaters, mirrors, and windshield wipers.
15. Disassemble and rebuild components by fitting and installing needed parts such as rings, pistons, bearings, and gears.
16. Align, mesh, and connect repaired units to related mechanisms and makes adjustments to assure proper operation of units.
17. Adjust ignition timing and valves and adjust or replace spark plugs and other parts to ensure efficient engine performance.
18. Install air conditioners and service components such as compressors and condensers.

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19. Align and balance wheels and repair steering and suspension systems.
20. Adjust brakes, replace brake linings and pads, repair hydraulic cylinders, and make other repairs to the brake system.
21. Clean radiators, locate and solder leaks, and install new radiator cores in vehicles.
22. Overhaul and repair electrical systems and components.
23. Replace defective wiring and electrical units in vehicles such as starters and generators.
24. Repair and replace gear trains, couplings, hydraulic pumps, and other components of automatic transmission systems.
25. In making repair, use a variety of tools, equipment, and testing devices such as pneumatic wrenches to remove bolts; lathes and grinding machines to rebuild brakes and other parts; welding and flame cutting equipment to repair exhaust systems; ammeters, ohmmeters, and voltmeters to locate electrical system malfunction; motor analyzers, spark plug testers, or compression gauges to locate mechanical problems; wheel balancing equipment to balance wheels; scientific testing equipment to help adjust and locate malfunctions in fuel, ignition, and emission control systems; and common handtools such as screwdrivers, pliers, and wrenches to work on small parts and get to hard to reach places.
26. Consult manufacturer or other manuals or charts to identify replacement parts or ascertain specified dimensions and tolerances of components.
27. Weld broken parts and structural members.
28. Direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment.
29. Trace and locate defects and cause of mechanical problems to determine type and extent of repairs.
30. Overhaul, rebuild, repair, and service diesel, gasoline, and other types of combustion engines, automatic and non-automatic transmissions, heavy duty drive line systems, hydraulic utility systems, and controls.
31. Select and make repairs in accord with appropriate repair specifications, manuals, and procedures.

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32. Fit and install parts such as pistons, valves, bearings, gears, and cylinders to appropriate tolerances and make appropriate adjustments in accord with specifications and guidelines.
33. Connect, align, and adjust mechanical components to assure proper operation of the vehicle.
34. Repair cross driver or similar multi-system transmissions.
35. Overhaul a variety of intricate fuel injection systems.
36. Overhaul and rebuild transmissions such as those which have braking, steering, and differential systems mechanically integrated with the transmission.
37. Drive a vehicle such as a pick up truck, tow truck and so forth to various locations to service disabled motor vehicles.
38. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
39. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
40. Participate in appropriate in-service and workshop programs and attend any required meetings.
41. Use computers and/or electronic equipment to fulfill job functions.
42. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
43. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
44. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.
45. Maintain work area, according to OSHA standards and regulations.
46. Organize and maintain all records including, vehicle service records, maintenance and repair and state inspection documents.

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3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Transportation Supervisor shall evaluate the Mechanic in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: July 19, 2022

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JOB TITLE: SCHOOL BUS AIDE

REPORTS TO: Transportation Supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The School Bus Aide assists the bus driver in providing safe transportation for students.

QUALIFICATIONS:

The School Bus Aide shall:

1. Have the ability to read and write.
2. Be in good physical health and have the ability to perform assigned duties.
3. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
4. Have some basic knowledge of the problems encountered and techniques used in dealing with the physically disabled and/or mentally handicapped persons.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The School Bus Aide shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Bus Aide shall:

1. Assist the bus driver in maintaining student conduct on the bus.
2. Assist young or disabled students in getting on and off the bus.
3. Provide written records of violations of student code to the Principal or designee.
4. Collect personal items left on the bus and turn them over to the school secretary.
5. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts when the bus is so equipped.
6. Participate in scheduled emergency bus exit drills.
7. Assist bus driver and students in case of an accident.
8. Prepare reports as required.

9. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.
16. Maintain discipline on bus at all times.

PHYSICAL DEMANDS:

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

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4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Transportation Supervisor shall evaluate the School Bus Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: July 19, 2022