



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: HEAD DRIVER

QUALIFICATIONS:

1. Holds valid Commercial Driver's License with all necessary endorsements.
2. Has extensive knowledge in pupil transportation, driver training, routing and scheduling and transportation of the handicapped.
3. Possesses excellent driving record.
4. Has demonstrated a minimum of five (5) years of successful school transportation experience in the Holmdel Township School District.
5. Demonstrates knowledge of state laws and regulations governing pupil transportation.
6. Demonstrates skills in personnel management and route scheduling.
7. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Plant Operations and Maintenance or designee

JOB GOAL: To assist when needed in the safe and efficient transportation of the district's students.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**
 - a. Assists in the safe and efficient operation of the school transportation program.
 - b. Assists when needed in the preparation of bus routes.
 - c. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.

- d. Periodically inspects all Board-operated buses for cleanliness.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- g. Works cooperatively with administration, staff, parents, contractors and others as necessary for the effective functioning of the school transportation program.

3. School and Community Relations

Displays tact and courtesy when dealing with students, staff, residents, and others in person and by telephone in the performance of this position.

4. Professional Development

- a. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.
- b. Promotes the safety of pupils through per-service and regularly-scheduled in-service training.

5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Plant Operations and Maintenance or designee.

TERMS OF EMPLOYMENT: Ten month year. Salary to be established by the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: **March 14, 2007**