

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Transportation Coordinator/Fleet Manager
Position

Reports To: School Business Administrator and Manager of Safety & Security

Responsibilities:

The East Orange School District is seeking a dedicated and experienced Transportation Coordinator/Fleet Manager to oversee the operation, maintenance, and management of the district's fleet of vehicles, including school buses, transportation vans, and other district-owned vehicles. The Fleet Manager will ensure that all vehicles are in optimal condition, compliant with safety regulations, and available for daily transportation needs, while maintaining a focus on cost efficiency, safety, and environmental sustainability.

The Transportation Coordinator/Fleet Manager is also responsible for overseeing the safe, efficient, and reliable transportation of students within the East Orange School District. This role ensures compliance with all federal, state, and local transportation regulations, manages fleet maintenance and coordinates bus routes to provide high-quality service to students, families, and staff.

Key Responsibilities:

- **Fleet Management & Maintenance:**
 - Oversee the daily operation, maintenance, and repair of all vehicles in the district's fleet.
 - Develop and implement regular maintenance schedules to ensure vehicles remain in excellent working condition and comply with state and federal regulations.
 - Coordinate with repair facilities for timely and cost-effective vehicle servicing.
 - Maintain detailed records of vehicle inspections, maintenance, and repairs.
- **Fleet Operations & Safety:**
 - Monitor and ensure all vehicles meet safety standards, including performing regular safety audits and inspections.
 - Manage fleet compliance with all local, state, and federal transportation laws and regulations.
 - Ensure that all drivers are properly trained and maintain appropriate certifications and licenses.
 - Manage and coordinate emergency repairs and breakdowns to minimize disruptions in school transportation services.

- **Transportation Operations & Coordination**
 - Develop and manage school bus routes, schedules, and stops to maximize efficiency and ensure student safety.
 - Monitor daily transportation operations, addressing delays, emergencies, and unexpected route changes.
 - Collaborate with school administrators, parents, and community stakeholders to address transportation concerns and improve service delivery.
 - Ensure compliance with federal, state, and local laws regarding student transportation, including special education transportation requirements.
 - Implement and maintain transportation safety protocols, including training for drivers and emergency response procedures.
- **Budget, Cost Control & Administrative Duties:**
 - Develop and manage the fleet budget, ensuring cost-effective operations while maintaining high standards of safety and reliability.
 - Track maintenance costs, and other fleet-related expenses.
 - Identify and implement cost-saving initiatives while maintaining quality and safety.
 - Develop and manage the transportation budget, ensuring cost-effective operations.
 - Maintain accurate records, including driver certifications, vehicle maintenance logs, accident reports, and compliance documentation.
 - Prepare reports for district leadership and board meetings as required.
 - Explore opportunities for cost savings, such as route optimization and alternative fuel options.
- **Vehicle Acquisition & Disposal:**
 - Oversee the procurement of new vehicles and the disposal of outdated or non-functional vehicles.
 - Analyze fleet requirements and make recommendations for vehicle purchases or replacements based on the district's needs.
- **Staff Supervision:**
 - Supervise a team of fleet maintenance staff and/or vehicle operators, ensuring adherence to district policies and procedures.
 - Provide leadership, guidance, and training to ensure staff competence and safety in performing their duties.
 - Evaluate staff performance and provide regular feedback and professional development opportunities.
- **Reporting & Compliance:**
 - Maintain accurate records and reports related to fleet operations, including maintenance schedules, fuel usage, and repairs.
 - Provide regular updates to the Director of Transportation regarding fleet performance, challenges, and recommendations for improvement.
 - Ensure compliance with all environmental standards, including fuel efficiency and emissions regulations.

QUALIFICATIONS:

1. High school diploma or equivalent required; Bachelor's degree in transportation management, logistics, business administration, or a related field preferred.

2. Minimum of 3-5 years of experience in school transportation, fleet management, or a related field.
3. Knowledge of federal and state school transportation regulations.
4. Valid commercial driver's license (CDL) with passenger (P) and school bus (S) endorsements (or ability to obtain) with a clean driving record.
5. In-depth knowledge of vehicle maintenance, safety standards, and fleet management best practices.
6. Strong leadership and organizational skills with the ability to manage multiple priorities.
7. Excellent communication skills and the ability to collaborate with various departments and stakeholders.
8. Knowledge of budgeting and cost management principles.
9. Proficiency with fleet management software and Microsoft Office Suite.
10. Demonstrated ability to work independently or in a team environment.
11. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
12. Required criminal history background check and eligibility to work in the United States
13. All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
14. Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

- Full-time position.
- Work will be primarily conducted on-site at the East Orange School District facilities.
- Occasional travel between school sites and external repair facilities may be required.
- Must be available for emergency situations, including after-hours breakdowns or incidents.

Physical Demands:

- Ability to perform physical tasks, such as inspecting and maintaining vehicles.
- Ability to lift up to 50 pounds when necessary (e.g., for equipment handling).
- Ability to work in various weather conditions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT

Twelve-month work year

SALARY RANGE:

Unaffiliated/based on background, training & experience

Approved by the East Orange Board of Education: _____