

## TRANSPORTATION SUPERVISOR

**REPORTS TO:** Superintendent

**FLSA Designation:** Non-Exempt

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **ESSENTIAL FUNCTIONS:**

Develops and implements a pupil transportation program in accordance with Board policy and state and federal law.

Oversees the transportation of students who participate in extracurricular activities.

Approves bus stops in conjunction with the superintendent.

Assists in the recruitment and screening of bus drivers and other transportation personnel, in conjunction with the superintendent.

Supervises and evaluates employees in the District's transportation department, including bus drivers, bus aides and other transportation personnel.

Maintains and oversees personnel records and submits transportation personnel time sheets for purposes of payroll.

Conducts periodic meetings with transportation personnel.

Provides training to transportation personnel.

Complies with Board policies, rules, regulations, and directives.

Assists in the development of specifications for purposes of purchasing transportation vehicles.

Assists law enforcement in the investigation of all accidents as requested.

Oversees the District's transportation budget.

Makes recommendations for updating and purchasing of new transportation.

Ensures school property, including parking lots and all other drivable areas, are cleared of snow before the start of school and arrival of staff and students, or in a timely fashion if extenuating circumstances arise.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- At least five years of experience in public transportation or general transportation operations.
- Ability to read and interpret safety rules, operating and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate, orally and in writing, with students, parents, and staff.

- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Some knowledge of mechanics, including but not limited to bus bodies, tires, transmissions, braking systems, etc.

**EQUIPMENT USED:**

Two-way radio equipment, special needs equipment, telephone/voice mail, dispatching equipment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually moderate. The employee is often required to meet deadlines with severe time constraints.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. This position may require the employee to occasionally lift and/or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**