

TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards required by federal and state law, administrative rules, or Board policy
4. Is twenty-one years of age or older
5. Previous school transportation and supervisory experience preferred
6. Able to coordinate and conduct driver trainings
7. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, and cost containment, and bookkeeping
8. Minimum safe driving experience as determined by the Board
9. Pass a pre-employment drug test and random drug tests while employed
10. Must not be addicted to the use of intoxicants or narcotics
11. Have an excellent driving record
12. Ability to pass CPR and first aid courses
13. Knowledge of bus passenger safety and effective discipline procedures
14. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and safety regulations
15. Knowledge pertaining to safety busing
16. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repair
17. Knowledgeable of general upkeep of equipment for student safety
18. Able to maintain passenger discipline to ensure their safety and wellbeing and to protect against vandalism
19. Works well with students, staff, and parents
20. Ability to work with and supervise School Bus Drivers
21. Awareness of and commitment to proper bus maintenance
22. Able to sit and occasionally required to walk or stand
23. Able to grasp tools and occasionally lift or move up the seventy-five pounds
24. Excellent interpersonal and communications skills
25. Excellent organizational skills
26. Maintain confidentiality of staff and students
27. Ability to pass a physical agility test

PRIMARY RESPONSIBILITY TO

Clerk of the Board/Business Manager and Superintendent

JOB SUMMARY

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

MAJOR DUTIES AND RESPONSIBILITIES

Personnel Management

1. Be responsible for the safe and efficient operation of the school transportation program
2. Recruit, supervise, and evaluate all transportation personnel, and make recommendations regarding their employment, promotion and release
3. Administer required physical agility tests to school bus drivers and school bus aids
4. Arrange for substitute school bus drivers, and act in this capacity when no other substitutes are available
5. Act as a liaison with drivers and parents for complaints and special requests
6. Respond to transportation inquiries by the public and handle all complaints
7. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints
8. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
9. Develop and train bus drivers in a program that will investigate and report accidents involving school buses
10. Maintain a detailed log of transportation complaints, incidents, and problem situations to record the investigation and resolution of these problems and to identify recurrent patterns of problem situations

Bus Maintenance

1. Perform repairs to district vehicles and equipment to his or her capability
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety
3. Schedule emergency evacuation drills cooperatively with building principals at all schools
4. Establish standards of bus cleanliness that are acceptable and achievable with the resources available
5. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained
6. Schedule district vehicles for regular maintenance and safety inspections, and in accordance with state guidelines
7. Avoid oil spills or other pollution, and maintain a clean work area
8. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment
9. Advise the superintendent on road hazards for decisions on school closing during inclement weather

Routes and Services

1. Prepare and update all bus routes and bus schedules
2. Determine bus stops and pickup times, and ensures compliance with bus capacity limitations
3. Meet the needs of the daily instructional program, field trips, and extracurricular activities
4. Coordinate bus activity trips with principals, teachers, and the athletics and activities director

5. Inform the superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees
6. Arrange for the transportation of pupils with disabilities as determined by the child study team
7. Evaluate methods for transporting students attending a special education or vocational school outside the district and nonpublic school students
8. Coordinate authorized transportation services for community groups in accordance with Board policy

Finances, Reports, and Records

1. Prepare and administer the transportation budget
2. Conduct an annual cost analysis of the transportation operation
3. Recommend the purchase of necessary equipment and supplies, and maintain an inventory of them
4. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations
5. Recommend the purchase of new vehicles, and assist in the preparation of bid specifications for them
6. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary
7. Develop recommendations for future personnel needs
8. Immediately report any theft or misappropriation of supplies to the clerk of the Board/business manager
9. Provide updates and timely notice to the clerk to the Board/business manager when existing funds, supplies, and equipment will be insufficient for the current fiscal year
10. Assist in collecting, maintaining, and submitting data and reports required by the federal and state law, administrative rules, and Board policy
11. Maintain an individual and permanent file on each Boardowned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request

Other

1. Take an active role in solving discipline problems occurring on school buses
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy
3. Know and follow Board policy and the chain of command
4. Keep immediate supervisor informed of activities and problems
5. Assume responsibility for his or her continuing professional growth and development through attending meetings and trade exhibits
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the clerk of the Board/business manager and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Printed Name

Date

Signature