

TRANSPORTATION SUPERVISOR

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and five years of paid experience involving the maintenance or operation of motor vehicles*, at least two years of which shall have been in a responsible supervisory capacity. * The regular performance of a full schedule of school bus driving duties over a 10 month school year shall be deemed to be equivalent to one year of experience for purposes of meeting this requirement. Employment as a substitute Bus Driver will not be deemed as qualifying experience.

Reports to: School Business Executive

Essential Job Function-Distinguishing Features of the Class:

This is important supervisory work including responsibility for the efficient and economical management of the activities, equipment, and facilities of a school district transportation system. The work is carried out in accordance with policies and procedures as outlined by the Board of Education and may be performed under the general supervision of a Business Executive or an administrative employee of higher rank permitting considerable leeway in the exercise of independent judgment in the details of planning and scheduling routes and in the maintenance of buses and other equipment. Supervision is exercised over bus drivers and automotive maintenance personnel. Does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Plans bus routes, stops, and loads to obtain optimum efficiency.
2. Prepares time schedules and assigns drivers and substitutes to specific routes or special trips.
3. Monitors weather and road conditions in order to advise superintendent of schools, if conditions may be unsafe.
4. Oversees the repair and maintenance of buses and other automotive equipment.
5. Requisitions necessary repairs and maintenance supplies.
6. Interviews and recommends employment of bus drivers.
7. Conducts orientation, training, and periodic re-testing of bus drivers.
8. Oversees and assists in the enforcement of rules of behavior which apply to student riders and refers serious problems to a principal.
9. Prepares and maintains daily and cumulative records and reports of mileage, pupils transported, operational cost, maintenance inspections, and other records as may be required by Department of Transportation.
10. Maintains attendance records of bus drivers and automotive maintenance personnel for payroll purposes.
11. May assist in preparation of the transportation budget.
12. May operate a school bus.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Good knowledge of standard transportation methods and of the operation of buses and motor vehicles; good knowledge of automotive repair and maintenance methods and the tools and terminology of the trade; good knowledge of the repairs required for school transportation equipment; good knowledge of the geography of the district; good knowledge of safe driving practices; ability to understand and carry out oral and written directions; ability to plan and supervise the work of others; ability to prepare and maintain records and reports; ability to establish and maintain cooperative relationships with others; good judgment; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the School Business Executive

SPECIAL REQUIREMENT: In agencies where required, individuals appointed to this class must secure a Class B license with a “P” endorsement for the operation of school buses and a State Department of Motor Vehicle inspector’s license prior to completion of the probationary period established for the position.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties