

TRANSPORTATION SUPERVISOR

Purpose Statement

The job of Transportation Supervisor was established for the purpose/s of supervising student transportation services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Business Manager

Essential Functions

- Arranges for substitutes and stand-by drivers or may drive a bus to cover absences for the purpose of providing adequate coverage to meet the transportation needs of the students.
- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Conducts regular inspections for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Directs operations and activities of the transportation department (e.g. bus routes, schedule route changes, transportation needs for special education students, etc.) for the purpose of ensuring student transportation to and from schools, athletic and club events and field trips.
- Maintains personnel records and other mandated information which is required (e.g. route information, budget, vehicle inspection records, fuel use, time reports, personnel records, etc.) for the purpose of meeting regulatory requirements.
- Monitors transportation budget for the purpose of ensuring that allocations are accurate and funds are maximized.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures fuel, oil, shop supplies, parts, etc. for the purpose of ensuring availability of required items for transportation department.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergencies including after hours situations for the purpose of addressing immediate safety concerns.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules repairs on school buses for the purpose of ensuring that the vehicle is in a safe operating condition.
- Supervises department personnel, including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: budgeting and cost control; effective listening interpersonal aptitude; facilitating meetings; guiding others; leadership; managing staff/performance; planning; problem solving; supervision.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; safety practices; safe bus driving practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; decision making; leadership and direction; mechanical aptitude; meeting schedules/deadlines; organizing; taking initiative.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 55% sitting, 40% walking, and 5% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Random Alcohol and Drug Test; Pre-employment Drug Screening

Certificates & Licenses

Class B CDL with passenger, air brakes and school bus endorsements; current CPR/First Aid Certificate; DOT physical with medical examiner's certificate; Licensed Class A & B Storage Tank Operator

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance; DOT Driving Record Clearance Report.

FLSA Status

Non Exempt

Approval Date

Salary Grade