



Position Title: **Transportation Supervisor**

Department: Transportation

Reports To: Director of Operations

SUMMARY: The primary purpose of this position is to provide supervision of the district's student transportation program including home to school, athletic and activity, and curriculum related travel. The position also includes managing, supervising, and the evaluation of day-to-day District transportation operations of buses, drivers, service staff, and the routing and scheduling of special services in accordance with State law and District standards; as well as train newly hired, regular and substitute school bus drivers, and perform school bus driver duties as needed. The position will also involve the use of computer programs and software specific to the assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Plans and manages day to day operations of pupil transportation department on site including scheduling, dispatching, assigning work tasks, ensuring that routes and trips are implemented on time, and ensuring passenger pickup and delivery
2. Annually participates in the development and review of department goals and achieved results
3. Manages and evaluates performance of bus drivers, substitutes, transportation secretary and attends to driver operational needs as required
4. Recruits, participates in hiring, ensures orientation training and required driver credentials, documents, commends, and disciplines staff as policy dictates
5. Isolates problems by evaluating issues, determines alternatives, executes solutions, and effectively communicates directives
6. Leads bus driver training and related programs
7. Prepares local and state reports as required
8. Ensures compliance with state supplementary plan
9. Communicates transportation operational status to supervisor and other school officials as requested
10. Participates in annual budget process and accounts for purchase orders and expenditures
11. Oversees and participates in transportation communication daily
12. Assembles, plans and manages routes, stops, and trips daily
13. Oversees driver time sheets, DOT logs, drug analysis, and leave request documents
14. Rides routes regularly, and assesses driver performance, and route conditions
15. Works in close association with bus mechanics and reports equipment failures in a timely fashion
16. Maintains integrity and security of buses and facilities

17. Creates, maintains, prioritizes, schedules, and communicates a list of tasks for staff work
18. Oversees driver care for buses and associated equipment
19. Keeps abreast of current regulations, trends, and operational requirements of transportation issues and ensures staff compliance with district, state, and federal policies and regulations
20. Coordinates student discipline with administration, drivers, and parents as needed
21. Maintains an open and positive working relationship with community, district officials, supervisor, staff, and pupils
22. Attend monthly board meetings as directed
23. Corresponds with district staff and stakeholders via email
24. May be asked to translate, if applicable
25. Maintains regular on-time attendance
26. Performs other tasks and operations as assigned

SUPERVISORY RESPONSIBILITIES: Supervises transportation drivers, secretary and mechanics.

QUALIFICATIONS:

1. High school diploma. College or related technical degree preferred
2. Valid CDL (Class B) with S, P endorsements at time of hire
3. Experience with K-12 transportation operations and supervision
4. Ability to resource and effectively utilize problem solving techniques
5. Ability to manage staff and students in a team setting to provide efficient operations
6. Knowledge of ODE transportation regulations and their appropriate applications
7. Ability to direct staff and communicate with others effectively
8. Ability to report and communicate operations effectively to administrative staff
9. Ability to read and/or write, analyze, and interpret documents, technical procedures, journals, manuals, reports, memos, correspondence and directives
10. Ability to calculate numerical figures, amounts, discounts, interest, percentages, and time sheet allocation
11. Proficient in basic computer operations

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. Drivers may be required to demonstrate ability to: open and close a manually operated bus entrance and exit control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17-1/2 inches; operate two hand controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90 pounds; depress a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. Visual acuity of at least 20/40 (Snellen) in each eye either with or without corrective lenses and a binocular acuity of at least 20/40 (Snellen) in both eyes either with or without corrective lenses. Perceives a forced whispered voice in the better ear not less than five feet with or without the use of a hearing aid, or if tested by the use of an audiometric device. No hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear a properly operating hearing aid at all times while driving and supervising students.

In addition to the listed physical requirement above, the transportation manager must meet physical examination requirements as outlined in the current Oregon Pupil Transportation Manual.

OTHER SKILLS AND ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps and written directions. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read all traffic signals, lights and markers. Ability to set self up as a model driver to follow and not be a hazard on the road. Keep a level head when an emergency arises and be able to take command of the situation until help arrives. Ability to make decisions when there is a change in normal student delivery. Report all road hazards. Ability to observe any mechanical problems and report them properly. Must be able to follow oral and written instructions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date