

## **Supervisor of Transportation Job Description**

**Purpose:** The Transportation Supervisor coordinates and supervises District Transportation Services to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Transportation Supervisor must collaborate closely with the staff and administration of the district.

**Responsible to:** Executive Director of Administrative Services

**Payment rate:** Salary and benefits established by the Board of Education

**Qualifications:**

1. Bachelor's Degree; specialized education/training in work-related disciplines.
2. Administrative experience.
3. Experience in supervision of personnel.
4. Basic computer knowledge.
5. Experience in school transportation desired.
6. Valid Kansas commercial drivers' license (CDL) with required endorsements.
7. Must meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
8. Successful completion of agility and reaction time test and two-hour behind-the-wheel training program.
9. Successful completion of required physical examination for bus drivers (after employment offer is made).
10. At least one-year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
11. Communicate well, both orally and in writing.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Coordinate and supervise transportation services to ensure staff and students enjoy the full advantage of school district programs and activities.
- b. Supervise and coordinate safe and orderly transportation of students to and from school and school related activities.
- c. Ensure all school transportation and activities conform to state and federal guidelines.
- d. Communicate effectively with all members of the school district and community to solve transportation-related problems.
- e. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and professional manner.
- f. React to change productively and handle other tasks as assigned.
- g. Have knowledge of student, employee, and transportation management systems/software/websites.
- h. Appropriately operate all vehicles and equipment as necessary.
- i. Support the philosophy and mission of USD 202
- j. Comply with all federal, district policies, rules and regulations.

**2. Physical Requirements/Environmental Conditions:**

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Ability to manually lift a maximum of 60 pounds.
- d. Stoop, kneel, crawl, bend, turn, and reach, climb and balance.
- e. Requires specific driving skills, including the ability to operate a vehicle at night and in inclement weather.
- f. Occasionally travel long distances and overnight travel.
- g. Requires agility necessary to quickly and safely exit driver's seat and rear emergency door.
- h. Must be able to work indoors and outdoors year-round.
- i. Must be able to work in noisy, crowded, stressful environments.
- j. Must be able to work in and around dust, fumes, and odors.
- k. Must be able to handle physical and emotional stress.
- l. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

1. Ensure all services comply with Kansas' school transportation regulations.
3. Project needs for student transportation services and assist in the preparation of the operational budget.
4. Establish district transportation routes and schedules and assign regular and substitute drivers.
5. Hire, assign, train and evaluate transportation employees.
6. Ensure transportation and supply facilities are properly maintained.
7. Supervise the maintenance of accurate records:
  - Time cards of transportation;
  - Driver physicals, defensive driving courses, and first aid class attendance;
  - Cost of maintenance and fuel;
  - Preventative maintenance;
  - Roster of students transported.
8. Ensure all district vehicles are in optimum condition and meet all safety requirements.
9. Ensure buses are inspected prior to each route or activity trip and inspection forms are properly filed.
10. Ensure safety regulations are observed at all times.
11. Report all accidents and file required accident reports with direct supervisor and the Business Services Office.
12. Notify direct supervisor and Director of Public Relations of any bus accident or incident that involves a significant student issue, property damage, or any matter that could result in parent or media interest.
13. Check roads during inclement weather and recommend cancellation of routes due to weather or road condition.
14. Keep abreast of new information, innovative ideas, and techniques.
15. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Keep records and student, family, employee information confidential.
17. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
18. Other duties as assigned by the Executive Director of Administrative Services, which are consistent with the general requirements and essential functions of the position.

**Terms of Employment:** 12 Months (251 Days)

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved: ?/?/??**

DRAFT