

**TRANSPORTATION SUPERVISOR**

- QUALIFICATIONS:**
1. Must possess a high school diploma with additional training in related field(s).
  2. Previous experience in transportation and scheduling desirable.
  3. Capability to meet the public and supervise employees. Ability to communicate with parents in an accepted and courteous manner.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Business Manager

**SUPERVISES:** Bus drivers, mechanics, Transportation Secretary, and Bus Monitor

**JOB GOAL:** To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the District's schools

**PERFORMANCE OBJECTIVES:**

1. Conforms with all state laws and regulations regarding school transportation;
2. Maintains safety standards in conformance with state and insurance regulations and develops programs for preventive safety;
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release;
4. Advises District Administrator on road hazards for decision on school closing during inclement weather;
5. Cooperates with school principals and others responsible for planning special school trips;
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities;
7. Prepares bus routes and schedules for all public and non-public schools in the district;
8. Attends appropriate committee and staff meetings and serves as an advisor to the Transportation Committee of the Board;
9. Assists in the preparation and administration of the transportation budget and bids vehicles and other items per Board Policy;
10. Submits purchase orders in accordance with budgetary limitations and district rules;
11. Approves and forwards Transportation Service invoices to the business office;
12. Supervises the maintenance of all district-owned equipment and develops plans for preventive maintenance;
13. Assists in the preparation of the monthly transportation payroll;

14. Completes and dispatches insurance reports;
15. Submits all reports required by the state authorities on time;
16. Takes an active role in solving discipline problems occurring on school buses;
17. Acts as a liaison with parents for complaints and special requests;
18. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels;
19. Develops recommendations for future transportation needs based on an annual survey of resident students;
20. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.