

Rosemount-Apple Valley-Eagan School District 196  
Job Description

**Location:** District Office East  
**Department:** Transportation  
**Reports to:** Coordinator of Transportation  
**Title:** Supervisor of Transportation  
**Compensation:** Special Staff – Level 14  
**Exempt Status:** Exempt

**Position: Supervisor of Transportation**

**Job Summary:**

Supervisor of Transportation will support the mission of work of District 196 and Transportation Department by managing the day-to-day operations of the department. Providing leadership for all matters related to the district's transportation department to ensure safe, reliable, and efficient transportation services.

**Duties and Responsibilities**

- Supervises and monitors daily work direction, conduct, and performance of district transportation staff, as directed by the Transportation Coordinator, in accordance with School district procedures and policies.
- Monitors attendance and punctuality
- Supervise contracted transportation services
- Oversee the summer and fall bidding process for drivers and chaperones
- Administers the district drug and alcohol policy/procedures for Transportation
- Dispatching
- Accident investigation
- Assist with Transportation payroll
- Work with staff to ensure high level of customer service
- Ensure compliance with school district policies and applicable Federal, State and Local laws
- Coordinate with community education advocacy programs, special education department, non-public schools and charter schools concerning services related to transporting students
- Collects data and develops all required bus transportation-oriented reports and ensures their submission on a timely basis.
- Ensure compliance with the State of Minnesota and Federal Government rules and regulations as they pertain to record keeping.
- Evaluates all elements of transportation program on continuing basis
- Assist in development and organize annual staff development workshops for all transportation employees
- Assists the coordinator in managing all functions of the department, including representing the department
- Assists in providing leadership and models with a customer-focused operation that prioritizes the needs of students, families, and staff.
- Assists with leadership of the inclement weather and snow clearing teams

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- Performs related duties consistent with the scope and intent of the position
- Manages departmental activities in the absence of the coordinator
- Other duties as assigned by Transportation Coordinator

**Education and/or Experience**

- High school diploma with bachelor's degree preferred
- Minimum five years of responsible experience in student transportation, with three or more years of supervisory experience
- Possess a Minnesota CDL license with school bus and passenger endorsement, or the ability to obtain one within 6 months of hire.

**Knowledge, Skills & Abilities**

- Proficient understanding of school bus transportation and computerized routing software
- Familiarity with fleet maintenance management systems
- Working knowledge of computerized charter scheduling programs
- Understanding of student information systems and data integration
- Knowledge of GPS-based fleet tracking technologies
- Proficiency in Microsoft Excel and Word
- Strong supervisory and team leadership abilities
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups employees of the district
- Highly organized with effective project management capabilities
- Strong interpersonal skills, including conflict resolution and de-escalation techniques
- Ability to maintain confidentiality and exercise sound judgement
- Skilled in handling inquiries and complaints from administrators, staff, the public, and the School Board
- Demonstrated analytical and problem-solving abilities
- Ability to interact effectively with individuals and groups in a variety of settings, with people of diverse backgrounds.

**Physical Demands**

- Regularly required to sit; use hands to finger, handle or feel; talk and hear
- Occasionally required to walk; reach with hands and arms; and lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include closeness and the ability to adjust focus.
- Required to travel to individual school or off-site locations to conduct business related to the essential functions of the position.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually

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moderate but could be loud, depending on the situation