

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS

Job Description

Date: May 2, 2022

Title: **TRANSPORTATION SUPERVISOR**

Reports To: Director of Facilities and Transportation

Employment Status: Full Time

FLSA STATUS: Exempt

Qualifications:

- * Successful relevant experience in a related supervisory position (2-5 years preferred).
- * Associate or bachelor's degree or equivalent experience preferred.
- * Working knowledge of school bus regulations, traffic laws, safety and routing.
- * Working knowledge of the Ohio Pupil Transportation Operation and Safety Rules.
- * Valid Ohio CDL Class B license with bus driver endorsement preferred
- * Strong written and oral communication skills.
- * Experience and/or training in supervision, human resources, communication, professional development and customer service.
- * Demonstrated knowledge of procedures related to the maintenance and repair of school district vehicles.
- * Knowledge of chemicals used and SDS information related to transportation.
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- * Good health, physical stamina, fitness and vitality

General Description: Direct daily responsibility for district transportation operations. This includes bus routes, scheduling and maintenance of all district vehicles, and supervision of all classified staff assigned to the transportation center. Manage the transportation center site, buildings and grounds.

Essential Functions:

1. Screen, interview and recommend new bus driver candidates to the Director of Facilities and Transportation.
2. Secure and maintain adequate substitute transportation personnel.
3. Provide an information packet for new drivers and substitute drivers.
4. Provide training and assist in the promotion of good safety practices and procedures.
5. Hold periodic driver safety meetings and training for all bus drivers.
6. Responsible for the transportation staff assignments and their annual performance evaluations.
7. Coordinate and participate in the resolution of student discipline concerns through due process procedures in collaboration with building administrators.
8. Investigate and resolve transportation complaints and concerns in a timely manner.
9. Keep up-to-date regarding vehicle recalls, safety bulletins and transportation operations.
10. Supervise the development, maintenance and documentation of all bus routes.
11. Ensure transportation operations are in compliance with existing agreements, policies, and administrative guidelines.
12. Establish written procedures including the annual revision of the Transportation Handbook.
13. Ensure transportation department procedures are being followed and provide re-instruction and discipline as necessary to ensure compliance.

TRANSPORTATION SUPERVISOR – Pg. 2

14. Establish and maintain cost records and all other documentation (spreadsheets and databases) and supporting information which is to be supplied to the State of Ohio annually.
15. Complete documentation to comply with all district, local, state and federal safety and health regulations.
16. Responsible for district vehicle maintenance program, including but not limited to buses, trucks, autos, vans, trailers, ATV and grounds equipment.
17. Plan and implement procedures for preparing the bus fleet for annual state inspection.
18. Be present when the State Highway Patrol makes its annual inspections or spot checks on the buses. Maintain all records associated with the inspection including identified corrective measures and verify compliance.
19. Schedule and document training for mechanics, assistant mechanics, bus drivers and others on the procedures for inspecting and maintaining their assigned vehicle(s).
20. Establish vendor partnerships for the procurement of parts and supplies to support the daily operational needs of the transportation facility.
21. Create purchase orders or approve requisitions for the purchase of parts, supplies, etc. to support all district vehicle maintenance needs.
21. Create purchase orders or approve requisitions for the facility and grounds maintenance needs for the transportation center.
22. Establish and maintain records in the computerized inventory system of the consumable parts and supplies used at the transportation facility.
23. Inspect, identify and implement corrective action for unsafe practices and any conditions identified.
24. Assist in the management of the transportation center facility and grounds so that it is kept neat, safe and secure.
25. In collaboration with the Director of Facilities and Transportation, maintain and prepare specifications for the purchase of buses and other district vehicles.
26. Drive spare buses as needed to locations of breakdowns for use by drivers. See that buses needing repairs, repaired and returned to daily service.
27. Check, monitor and advise superintendent or designee of the road conditions during inclement weather.
28. Participate in committees pertaining to the effective operation of the transportation department (i.e. annual bus driver seminar) and district.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the district.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather conditions
3. Occasional interaction among unruly children