
TITLE: Transportation Shop Supervisor**Page 1**

Employee Group: Professional Technical Employees**Reports to:** Transportation Director (or designee)**Supervises:** Maintenance Staff, Temporary Staff, and Substitutes (Classified)**FLSA Status:** Exempt**Compensation Level:** Level H

JOB SUMMARY: The Transportation Shop Supervisor is responsible for direct supervision of the transportation shop and for the supervision of all employees who work in the transportation shop. Additionally, this position provides supervision support for all fleet maintenance operations. This position is responsible for safe and effective transportation shop operations and for maintaining a professional, supportive, compliant, and accountable work environment. This position combines knowledge of shop operations, vehicle maintenance, vehicle repair, oversight, logistics, regulations, and safety requirements to provide safe and ready school buses and other District vehicles.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**Team & Shop Supervision**

1. Supervises and evaluates the performance of all staff in the transportation shop and any assigned area(s), including substitutes and temporary workers. Prepares evaluations and delivers constructive feedback. Provides ongoing guidance, support, training, and development opportunities to help employees grow and achieve goals.
2. Plans and supervises the work for assigned staff by maintaining a high standard of safety, efficiency, and a collaborative work environment. Assists in the planning, leadership, and direction of the Transportation Department. Prioritizes and coordinates work assignments.
3. Conducts initial investigations related to safety, performance, and disciplinary issues. Monitors performance metrics, resolves issues and develops corrective measures. Collaborates with supervisors, directors, and interdepartmental directors with investigations of reported/observed misconduct and implements appropriate disciplinary actions.
4. Serves as the lead in the selection of new employees. Recruits and grows a pipeline to increase applicant pools for mechanics and other shop positions.
5. Prepares and maintains a variety of records and reports. Reviews employees' digital timekeeping records for accuracy. Approves overtime and extra work shifts as appropriate.
6. Supervises the use of shop record keeping software and computer systems and other systems as assigned.
7. Administers the bus and vehicle wash area, along with the associated systems. Establish and implement procedures for the use of the bus wash system.

Safety & Compliance

8. Establishes procedures for the support of efficient, effective, and compliant shop operations with the purpose of maintaining school buses and district vehicles in safe and in-service condition. Implements safety programs and procedures related to shop operations.
9. Aligns the safety standards in the Transportation Department with District-wide safety standards by providing training, maintaining records, utilizing safety software, and complying with Washington Department of Labor and Industries (L&I) requirements and applicable law and regulation.
10. Assists Director of Transportation Services in determining training needs of staff and

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developing training programs/workshops, accessing outside training, and scheduling appropriate professional development. Prepares and delivers training content.

11. Monitors and enforces fleet compliance standards through regular maintenance and inspection, ensuring all deficiencies are corrected according to procedure. Performs regular cleanliness inspections and ensures buses meet standards; coordinates follow-up as needed.
12. Collaborates with Maintenance, Food Service, Warehouse, and other staff on resolving maintenance and safety issues.

Fleet Maintenance/Repair & Special Projects

13. Responds to emergencies, including school bus collisions. Supervises and oversees post-collision insurance reporting and repair.
14. Administers one-time and ongoing projects as assigned. Project areas include, but are not limited to: technology used by transportation shop staff and school bus drivers, site changes and improvements, and vehicle purchasing and surplus.
15. Coordinates and organizes special projects which may occur during school breaks. Obtains necessary materials and equipment. Inspects work and oversees the completion of special projects. Collaborates with other departments regarding allocations and plans for special projects.

Budget & Inventory Control

16. Administers and authorizes shop purchases, purchase orders, invoices, and budget reports.
17. Supervises the shop inventory by reviewing documents, analyzing reports, completing inventory counts, forecasting the use of supplies, and delegating inventory projects.
18. Supervises the stocking and maintenance of tools, equipment, and supplies for interior bus cleaning.
19. Cooperatively with other transportation management staff, supervises the use of special equipment for buses including integrated seats, wheelchair equipment, and seat belt systems.

Other Essential Functions and Responsibilities

20. Participates in a rotating after-hours on-call schedule to respond to immediate emergencies. Receives calls from administrators, security, and other staff regarding issues that need immediate responses.
21. Responds to emergencies by assessing situations, determining appropriate responses, providing effective resolutions, and calling appropriate staff. Notifies District administrators or law enforcement agencies as needed.
22. Provides technical support on equipment, supplies, or scheduling problems.

REQUIRED QUALIFICATIONS**Education and Experience:**

- High school diploma, GED, or equivalent; and
- Associate's degree, technical degree, certificate or recognized equivalent in a related field *; and
- Two to four (2-4) or more years of progressive work experience as a team lead, supervisor, and/or evaluator.

** Human Resources may consider work experience, certification equivalency, and continuing*

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education as an alternative to the degree when assessing this required qualification.

Licenses and Special Requirements:

- Maintain an acceptable driving record based on an approved driver's abstract
- Maintain a current and valid Driver's license
- Maintain a current Class B Commercial Driver License (CDL) with Passenger, School Bus, and all other necessary endorsements required to drive a school bus
- Maintain a current CDL Medical Examiner's Certificate
- Maintain a current CPR/First Aid Certification

Knowledge, Skills, and Abilities:

Knowledge of:

- ☐ Effective leadership, supervision, and motivation principles.
- ☐ School bus, truck, and automotive diagnostics and repair.
- ☐ Federal and state safety regulations for school buses and other vehicles.
- ☐ Safety standards, rules and regulations related to operations in mechanic shops.
- ☐ Accident investigation procedures.
- ☐ Emergency response protocols.

Skill in:

- ☐ Utilizing various software programs, including Microsoft Word, Excel, and Google apps.
- ☐ Assessment of completed work.
- ☐ Project management with evidence of successful project completion on time and within budget.
- ☐ Public speaking/presenting to a variety of audiences.
- ☐ Motivating and supervising employees.
- ☐ Effective time management.
- ☐ Customer service.

Ability to:

- ☐ Operate a personal computer, including various software to prepare reports.
- ☐ Operate under pressure during emergency response operations in a leadership role.
- ☐ Determine training needs for staff and provide effective instruction.
- ☐ Set work priorities, direct, motivate, and evaluate the work of assigned staff.
- ☐ Prepare clear and concise written reports, correspondence, and memoranda.
- ☐ Schedule, train, and supervise assigned staff.

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- ☐ Initiate and implement industrial safety procedures.
- ☐ Plan and manage projects in the assigned area of responsibility.
- ☐ Work cooperatively with others in a team environment.
- ☐ Communicate effectively, both orally and in writing.
- ☐ Exercise independent judgment within scope of responsibility.
- ☐ Analyze situations and make a critical determination to fix problems.

PREFERRED QUALIFICATIONS

- Bilingual/Multilingual preferred (ability to speak and write fluently in both English and another language).
- More than 4 (four) years of experience as a school bus or equivalent vehicle mechanic.
- More than 4 years (four) in a supervisory or lead mechanic role.
- Work experience in K-12 public schools or public education settings.
- Central Washington University Pupil Transportation Management Course Certificate.

WORKING CONDITIONS

Fast-paced office environment or mechanic shop setting. The noise level in the work environment can vary depending on daily activity and may be occasionally moderate to high. The employee is required to regularly interact with the staff, families, and the community. Required to work in spaces with many odors present. Travel within and occasionally out of District is required (with mileage reimbursement available). Frequently required to be on-call to address delays, emergencies, bad weather, and other issues. Required to work or drive in inclement weather conditions.

PHYSICAL DEMANDS

Must have good vision to inspect repair work. Must be able to lift 25 pounds at a time and occasionally lift more than 50 pounds at a time with assistance. This position requires the physical ability to walk long distances, stand for prolonged periods, climb ladders, work at heights, use hand tools, and reach above shoulder height. Must be able to bend, stoop, twist, stretch, kneel, and squat to perform repairs/inspections.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

CLASSIFICATION HISTORY:

New: 11/2025 (Developed by HR)