

## Fort Mill School District

### Position Title: Assistant Transportation Supervisor

**Reports to:** Director of Transportation

**Description of Position:** The Assistant Transportation Supervisor is responsible for safely and efficiently managing the day-to-day operations of the Transportation Department under the oversight of the Director of Transportation.

**Required Duties:**

- Leads, manages, supervises, and evaluates drivers, attendants and assigned support staff. Provides corrective action as necessary.
- Coordinates transportation inquiries with administration, local, county, and state agencies.
- Responds to constituents inquiries.
- Schedules and assigns employees and buses to cover absences and extracurricular trips.
- Interviews, selects and recommends individuals for hire.
- Conducts accident investigations.
- Evaluates, computes, and approves operational/personnel data and documentation.
- Ensures accuracy and timeliness of state required documentation.
- Ensures state and federal laws, rules and regulations, school board and department policies and procedures are applicable to area of operation.
- Possesses proficient computer skills and transportation- specific technology in addition to software related to routing and planning, fleet management, communication, safety and security and key performance indicators.
- Provides assistance to director with inspections, budgets, purchases and reports as directed.
- Provides training for transportation staff.
- Acts in lieu of the Director of Transportation.
- Works flexible schedules to cover hours and duties required to meet transportation needs.
- Serves as a driver as necessary.
- Other duties as assigned by the Director of Transportation.

**Minimum Qualifications:**

- Requires an Associate's degree in business administration, public transportation or closely related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must hold and maintain a valid CDL with P & S endorsement and a current South Carolina school bus driver certification or the ability to obtain within the first few months of employment.
- Demonstrated knowledge, skill and experience with use of computer and related technology (use of e-mail, networks, and Microsoft Office or Google office suite).
- Outstanding written, verbal communication and interpersonal skills with diverse populations.
- Capable of performing the essential functions of the position with or without reasonable accommodations.
- Ability to work well under stressful situations and under minimal supervision. Must be willing to work irregular hours during emergencies (Frequent night work required, etc.)

**Preferred Qualifications:**

- Bachelor's Degree.
- Pupil transportation experience.
- Certification or course work related to pupil transportation.

**Terms of Employment:** 240 days, 8 hours per day, Exempt- Level, FMSD A8 Salary Schedule \$54,306.51-\$64,901.62. Initial Placement on the schedule is based on a formula that considers background, education, and experience.

**Evaluation:** Performance on this job will be evaluated annually by the Director of Transportation and in accordance with provisions of the School Board's policy.