

**Walker Hackensack Akeley
Independent School District #113
Walker, Minnesota**

POSITION DESCRIPTION

POSITION TITLE: Transportation Supervisor

POSITION PURPOSE: Plan, manage and direct the district's transportation services effectively and efficiently, assuring that students are safely transported to their learning centers.

TRAINING AND EXPERIENCE:

- High School diploma or GED certificate required
- Two-year management certificate or 3 – 5 years previous supervisory/management experience required.
- Three-five years experience in transportation operations desired
- Must have demonstrated computer skills and working knowledge of software applications.

LICENSE NEEDS: CDL with School Bus Endorsement

SPECIAL REQUIREMENTS: Must obtain Drug & Alcohol Reasonable Suspicion Certification within one year of employment and with continued renewal.

IMMEDIATE SUPERVISOR: Superintendent

SUPERVISORY RESPONSIBILITY: Bus Drivers, Lead Mechanic

PRIMARY RESPONSIBILITIES:

1. Recruit, train, supervise and evaluate all transportation staff, assuring that students are safely transported. Assure that all drivers are in compliance with regulations and have met all licensing requirements.
2. Verifies and approves timesheets, leave requests and vacations for personnel. Arranges for substitutes for transportation staff. Comply with applicable personnel and union contract policies. Assure that all appropriate documentation is included in the personnel file in the district office.
3. Prepare and implement bus routes and schedules. Determine number of buses needed and number of students per bus. Notify students, parents, schools and drivers of any changes in bus routes and schedules.
4. Prepare, process and maintain documents required to verify safety certification of drug and alcohol testing of transportation personnel
5. Assist in the transportation budget preparation. Oversee transportation budget. Develop schedules for vehicle replacement, recommending purchases of equipment to administration.

6. Organize and conduct training programs to meet state requirements and promote safety.
7. Provide on call service to after hour bus problems/concerns, snow removal needs, weather concerns and custodial replacement requests. Resolve all related issues appropriately.
8. Assess and evaluate current student ridership determining the correct coding in MARSS system. Assure accurate coding so district can receive appropriate maximum State funding.
9. Compile, maintain, file and present all reports, records and other documents as they pertain to pupil transportation records and state reporting requirements. Maintain all relevant records to present to District Office for billing outside vendors.
10. Review student behavior reports and administer school bus discipline per district's policies and procedures. Conduct conferences with parents, students, drivers and administrators on disciplinary issues.
11. Evaluate, assess and develop transportation methods for improving safety and /or efficiency for the district, including developing and maintaining a communication system for all transportation vehicles.
12. Coordinate transportation for all non-regular activities, events and all outside vendors.
13. Work with special education staff and parents ensuring the level of transportation and care needed for the student is provided.
14. Coordinate all preschool and Headstart transportation and routing, assuring all related state regulations are met.
15. Coordinate crews for snow removal at bus garage.
16. Oversee repair of all district-owned vehicles and plan for preventative maintenance. Process vehicle repair requests and maintain record files.
17. Investigate bus incidents and accidents. Complete appropriate follow-through, assuring all appropriate agencies are notified. Advise insurance company regarding fleet changes and accident reports.
18. Advise administration about inclement weather conditions and road conditions that may result in the close of school.
19. Participate in task force groups or committees as assigned.