

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Transportation Supervisor	<b>Department:</b> Transportation
<b>Reports to:</b> Senior Executive Officer	<b>FLSA Status:</b> Exempt
<b>Bargaining/ Work Unit:</b> Classified Management	<b>Position Last Updated:</b> November 2025

**SECTION II: JOB SUMMARY**

The Supervisor of Transportation is responsible for the daily leadership, coordination, and oversight of the district's transportation program, ensuring safe, efficient, and reliable transportation services for students and staff. This position supervises transportation personnel, contracted service providers, and fleet maintenance operations.

The Supervisor ensures compliance with state and federal regulations, manages routing and scheduling, oversees vehicle safety and preventative maintenance programs, and maintains transportation reporting and financial accountability systems.

**SECTION III: DUTIES AND RESPONSIBILITIES**

<b>Duty/ Responsibility Number:</b>	1	<b>Statement of Duty/ Responsibility:</b> Transportation Operations Management
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Oversee daily transportation operations to ensure safe and timely student transportation.
- Supervise routing, scheduling, and bus stop assignments; ensure alignment with school start/end times.
- Utilize routing software to optimize efficiency and respond to changing needs.
- Coordinate service delivery with contracted special education and special programs transportation providers.
- Conduct ongoing evaluation of routes, bus loads, schedule adjustments, and staffing needs.
- Provide direction and support to bus drivers, dispatchers, and garage/maintenance staff.
- Performs other duties as assigned that align with the scope and responsibilities of the position.

<b>Duty/ Responsibility Number:</b>	2	<b>Statement of Duty/ Responsibility:</b> Safety, Compliance, and Fleet Management
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Oversee the maintenance and safety of district-owned vehicles and equipment.
- Implement a preventative maintenance schedule and safety inspection program.
- Ensure compliance with state and federal transportation regulations, including driver licensing, vehicle condition standards, and student safety expectations.
- Coordinate driver training sessions on safety procedures, emergency protocols, and district requirements.
- Maintain accurate fleet records, including inspection reports, maintenance logs, incident reports, and mileage tracking.
- Ensure that all state reporting requirements—including the annual pupil transportation report and MARSS transportation data—are completed accurately and on time.

<b>Duty/ Responsibility Number:</b>	3	<b>Statement of Duty/ Responsibility:</b> Staff Supervision and Leadership
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Supervise transportation staff, including bus drivers, dispatchers, and assigned support roles.
- Conduct performance evaluations and provide ongoing coaching and feedback.
- Approve staff assignments, schedules, timesheets, leave requests, and training requirements.
- Promote a positive workplace culture emphasizing teamwork, communication, and student-centered service.
- Participate in hiring processes for transportation personnel.
- Assist with interpreting and implementing labor contracts as applicable.

<b>Duty/ Responsibility Number:</b>	4	<b>Statement of Duty/ Responsibility:</b> Communications, Collaboration, and Problem Resolution
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Serve as liaison among families, school administrators, service providers, and district staff to resolve transportation issues.
- Communicate schedule adjustments, delays, safety issues, and service changes in a timely manner.
- Facilitate meetings with parents, drivers, administrators, and vendor representatives.
- Respond to transportation-related concerns using sound judgment and appropriate documentation.
- Provide customer-focused service while ensuring adherence to district policies.

<b>SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES</b>
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**Knowledge:**

- Student transportation regulations, safety protocols, and licensing requirements.
- Fleet management, vehicle maintenance standards, and operational planning.
- Applicable state and federal reporting requirements for pupil transportation.

**Skills:**

- Effective use of transportation routing and dispatch software.

- Strong organizational and record-keeping skills.
- Clear communication and conflict-resolution abilities.
- Ability to interpret and apply transportation laws, regulations, and district policies.
- Excellent interpersonal communication skills, with the ability to interact effectively with school staff and community.

**Abilities:**

- Establish and maintain effective working relationships with staff, families, and community partners.
- Analyze transportation data to improve service efficiency and safety.
- Supervise and train staff in alignment with district expectations.
- Make decisions under pressure and respond effectively to emergent operational challenges.
- Demonstrate reliability, professionalism, and a strong work ethic.
- Maintain confidentiality and demonstrate integrity in all interactions.
- Collaborate effectively as part of a team.
- Ability to work effectively across lines of race, ethnicity, language, and economic status, with a commitment to identifying and addressing bias in support of equity.
- Builds strong, positive working relationships with colleagues, administrators, and community members.
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## **SECTION V: EDUCATION/CERTIFICATION REQUIREMENTS**

- High school diploma or GED required; associate or bachelor's degree preferred.
- Class B CDL with school bus and passenger endorsements (or ability to obtain within a defined timeframe).
- Additional certifications in fleet management, pupil transportation, or related areas are preferred.

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- Minimum of three years of experience in student transportation, fleet operations, or related fields.
- Supervisory experience preferred.
- Previous school district transportation experience strongly preferred.

## **SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

**Physical Requirements:**

- Ability to sit, stand, walk, speak, hear, and use hands regularly.
- Ability to operate vehicles and occasionally assist in physical tasks such as lifting up to 50 pounds.
- The specific vision requirements of the job include good close vision, color vision, peripheral vision, depth perception and the ability to read written or typed information and to adjust focus.

**Work Environment:**

- Work is primarily in office, transportation facility, and vehicle settings.
- Exposure to weather conditions, traffic environments, and vehicle-related noise.
- Must work effectively under time constraints and respond to emergencies as required.

## **SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Demonstrates sound judgment, professionalism, and reliability.
- Maintains positive relationships with students, staff, and community partners.