

Richland School District Two

JOB DESCRIPTION (Revised November, 2012)

JOB TITLE: Transportation Supervisor I

FLSA Status: Exempt

Pay Grade: Professional Assistant

Days of Work: 245

GENERAL STATEMENT OF JOB

Assists in planning, coordinating and supervising the activities of special needs and/or regular education bus drivers and other staff as required for safe student transportation. Ensures that transportation is available to meet all student academic and extra curricular requirements. Administers personnel requirements, investigates accidents, plans and schedules bus routes, and coordinates vehicle repair. May report directly to the Manager of Transportation or a Transportation Supervisor II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises bus drivers and monitors in the transportation of students in accordance with district, state and federal policies, standards and regulations, and each student's Individualized Education Plan (IEP) or 504 plan, in order to meet all requirements of academic and extracurricular activities. Also supervises Administrative Assistants, Behind-the-Wheel trainers, and relief drivers in the provision of transportation services.

Conducts interviews and hiring, as well as the training of newly licensed drivers and monitors. Schedules bus driver and monitor training classes to meet training and license renewal requirements for bus drivers, and certification requirements for monitors. Ensures that drivers are certified or recertified in accordance with state law.

Investigates bus accidents, records digital documentation of damages for insurance purposes, and files appropriate reports. Conducts safety meetings; conducts and supervises bus evacuation drills. Retrieves and reviews video hard drives from all buses and makes recommendations for enhancing transportation services.

Plans the preparation of new bus routes for all the schools of the district; conducts route evaluations to determine where new stops should be placed on routes.

Prepares and submits bus usage, student contract, and Medicaid reports to the State Department of Education (SDOE) and the District Office for reimbursement.

Reviews and approves time sheets, payroll information, and other reports from the bus drivers. Coordinates driver and substitute driver assignments including field trip scheduling.

Attends student IEP meetings as needed. Consults and coordinates with School Psychologists for necessary equipment and special transportation arrangements for students. Coordinates and supervises summer school programs as well as ongoing developmental therapy programs.

Responds to and resolves bus driver and parents complaints and concerns as well as special requests concerning transportation. Visits schools to observe and improve the loading and offloading of buses.

Establishes and coordinates contract transportation arrangements for single pupil transportation, including requests for SDOE reimbursement.

Coordinates with the state maintenance office for bus refueling and the repair of vehicles; makes vehicle inspections as needed for proper condition and cleanliness.

Provides office coverage for the extended workday. Operates a school bus over a specified route when required.

Operates general office equipment such as a computer, copier, calculator, etc.; operates a school bus, bus radios, and video monitoring equipment.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration or a related field, or a minimum of five years of related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. The possession of a valid commercial driver's license (school bus license) is necessary.

JOB REQUIREMENTS

Knowledge:

Thorough knowledge of all state laws, regulations, and safety procedures pertaining to the operation of school buses, and the supervision of school bus drivers and monitors. Knowledge of effective supervision principles, with the ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Knowledge of the proper procedures for safely securing and transporting wheelchair bound and medically fragile students. Knowledge of the certifications and licenses required for school bus operation. Knowledge of the proper forms, records, and reports to be completed and maintained, and the procedures to be followed, including those necessary for the planning of bus routes and stops, including hazardous bus stops and routes. Knowledge of computer operations including Microsoft Office applications and programs.

Skills/Effort:

Ability to interpret, apply, and inform subordinates of district policies and procedures. Ability to assemble information and prepare required forms, records and reports in an accurate and effective manner. Ability to provide supervision in the areas of day to day operation, coordination, planning, scheduling, handling of disciplinary actions, etc. Ability to use independent judgment in handling difficult situations such as disciplinary problems, emergency situations, etc. Must possess excellent communication skills that include the ability to interact effectively with students, parents, school administrators, various community members, etc.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in an office, school or outdoor environment that includes frequent standing, walking, stooping, crouching, crawling, climbing, stretching, lifting and sedentary duties. Must exert between 20 and 50 pounds of force on a recurrent basis and use fingers, hands, and limbs in tasks that require considerable adeptness and speed. Work requires the ability to talk and hear, and read written instructions, manuals, letters, and applicable equipment readings, measurements, or gauges. Work requires the ability to write letters, memorandums, reports, performance evaluations, etc. in correct form, using correct grammar, spelling, punctuation, etc. Requires the ability to apply

judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Must make sound decisions related to the supervision of assigned staff and activities. Must effectively exert influence and apply effective leadership principals in diagnosing problems, making recommendations and supervising others. Duties require successful adaption to stressors, emergencies, volatile situations, tight deadlines, etc. Must possess the ability to add and subtract, multiply and divide, determine decimals and percents, and use mathematical formulas. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate transportation, maintenance or office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Job responsibilities may involve the operation of light and heavy school buses. Specific vision abilities include close, distance, color, peripheral, depth and the ability to focus.

Working Conditions:

Work is conducted in a variety of conditions where there may be exposure to adverse weather conditions, heat, cold, wetness, fumes, dusts and noise. Requires the ability to work under a degree of stress related to the day to day supervision of transportation activities. Physical demands include the ability to drive a school bus and other district vehicles, operate related equipment and controls, and the lifting of items weighing up to 75 pounds.

Responsibility:

Supervises assigned transportation personnel.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Signatures:

_____ Date: _____
_____ Date: _____
_____ Date: _____