

**WADSWORTH CITY SCHOOLS**  
**TRANSPORTATION SUPERVISOR**

**JOB DESCRIPTION**

**Title:** Transportation Supervisor

**Reports To:** Director of Buildings & Grounds, Assistant Superintendent/  
Superintendent

**Employment Status:** Full Time

**W.E.S.P.A. Status:** Exempt

**General Description:**

Generally this position entails routing of school buses, scheduling special trips, supervision of drivers and liaison with the mechanics. Have a close working relationship with administration and promoting positive public relations with other departments and the community. Promote safety practices and procedures consistent with OSHA Standards and Ohio Administrative Code.

**Qualifications:**

1. Must be able to direct a staff, successful experience in supervisory position preferred.
2. Knowledge of school bus traffic laws, safety, and routing.
3. Valid driver's license, CDL with bus passenger endorsement, and good driving record.
4. High school graduate or equivalent.
5. At least five years' experience with transportation systems and computerized busing programs.
6. Physically able to perform all items listed in the essential duties.
7. Good computer skills.
8. Ability to organize and handle multiple tasks simultaneously.
9. Good attendance record.
10. Ability to promote good public relations.
11. Ability to deal with all types of people.
12. Ability to positively interact with staff, students, parents and community.
13. Validation of qualifications as determined by an interview.
14. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable:

**Required Knowledge, Skills and Abilities:**

Strive to remain current with knowledge, skills, and abilities as related to position. State, Federal, local laws, pre-service regulations, ability to get along with people, ability to relate and develop positive rapport with school age children.

**Essential Duties:**

1. Annually establish all public and parochial bus routes for which the school system is responsible.
2. Work with the elementary principals to establish accurate kindergarten numbers and A.M. / P.M. assignments.
3. Establish kindergarten bus routes
4. Work closely with, and be in attendance for annual inspections by the Ohio Highway Patrol.
5. Hold periodic driver safety meetings.
6. Coordinate and/or assist with training programs within the transportation department.
7. Complete all transportation-related reports such as the T1, T2, T11B, accident reports, etc. and submit copies of such to administration.
8. Secure substitute drivers as needed.
9. Work closely with the special education department in order to determine vehicle needs.
10. Work with vehicle drivers to establish vehicle routes.
11. Ensure substitutes are properly trained and assigned.
12. Recommend replacement drivers.
13. Work closely with bus mechanics in scheduling buses for non-routine trips, scheduling maintenance, and obtaining maintenance records and information for required reports.
14. Investigate parent complaints.
15. Schedule all non-routine field trips.
16. Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department for reporting routes, stops, etc. to the Board of Education.
17. Make periodic on-site interior inspection of buses for cleanliness and compliance with bus regulation.
18. Periodically ride with drivers on all routes to ensure drivers are performing as directed and to verify routes, stops and times.
19. Assist in the preparation of the budget for the department.
20. Schedule driver's group physical (required annually).
21. Create/maintain information package for substitute drivers.
22. Inspect bus turnarounds and check bus stops for safety.
23. Route discipline problems through the proper channels to building principals.
24. Work with building personnel and drivers to ensure effective discipline on the buses.
25. Keep abreast of new techniques and operations concerning transportation.
26. Work on committees as assigned.
27. Conduct annual bus driver meetings.
28. Attend annual kindergarten meeting.
29. Address grievances during the informal step.
30. Quality control pay slips for all drivers.
31. Evaluate bus drivers; review with your immediate supervisor.
32. Refer unresolved problems to Director of Buildings & Grounds or Assistant Superintendent.

33. Maintain radio contact with all vehicles as needed.
34. Maintain respect for all matters of a confidential nature.
35. Liaison with the bus mechanics to ensure full, complete, and thorough communication regarding all vehicles.
36. Work additional hours as necessary to deal with emergencies.

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37. Coordinate drug and alcohol testing.
38. Review Bloodborne Pathogen policies annually.
39. Oversee CPR/First Aid training.
40. Secure driver abstracts annually.
41. Execute all billing related to the transportation department.
42. Act as a resource for contract negotiations.
43. Other duties as may be assigned.

**Other Duties:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in the practice of ethical principles and democratic values.
3. Promote safety practices and procedures consistent with OSHA Standards.
4. Conduct other duties as assigned by the supervisor/director of buildings & grounds, assistant superintendent, and/or the superintendent of schools.

**Equipment Operated:**

Operate as directed all equipment related to position that may include but not limited to:

1. School bus,
2. Fuel master pumps,
3. Garage door (manual/automatic),
4. Pressure washer,
5. 2-way radio, cell phone and multi-function telephone.

**Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional exposure to unruly children.

**Terms of Employment:**

The Wadsworth Board of Education in accordance with the Master Contract determines salary, work year, and terms and conditions of employment.

**Evaluation:**

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Master Contract will evaluate performance of this position.

**Note:** The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

**TITLE:                      Transportation Supervisor**

Revision Date: April 2003