

TRANSPORTATION OPERATIONS SUPERVISOR



Transportation Department

Purpose:

The Transportation Operations Supervisor ensures the safety, timeliness and efficiency of District transportation services.

Reports to: Administrator for Transportation

Nature & Scope:

The Transportation Operations Supervisor performs work of a recurring nature under general supervision. The nature of the work requires adherence to established policies, procedures and regulations. The work requires regular independent judgment and coordination of the work of several District employees. The incumbent interfaces with District leadership, school administration and staff, outside professionals and the general public. The incumbent supervises several direct reports within the Transportation Department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Plans, supervises and directs school bus dispatch and scheduling, ensuring transportation service requirements are met and conducted safely, efficiently and in compliance with established guidelines, procedures and regulations.
3. Responds effectively and efficiently to transportation problems, including emergency situations, complaints, breakdowns and accidents.
4. Assigns, schedules and supervises the work of transportation personnel, including providing necessary guidance, assistance and training.
5. Assists in selecting new hires, provides for necessary training and staff development, and makes recommendations concerning transfers and terminations.
6. Handles employee discipline issues, including coordinating with Human Resources, reviewing GPS data and video footage, conducting investigations and writing reports.
7. Assists in the development and implementation of the departmental budget using various budget management methods and cost-control procedures.
8. Ensures transportation operations comply with relevant state and federal regulations, licensing requirements and other applicable legislation.
9. Ensures the safety of working conditions by directing driver safety training, ensuring staff are knowledgeable about the safe operation of equipment, establishing safety rules and policies, and maintaining equipment in safe working order.

10. Represents the District to various committees, special interest groups, citizen organizations and other public meetings.
11. Ensures drivers are trained to present a positive image to the general public.
12. Drives busses for special routes, field trips, sporting events and other activities as necessary.
13. Makes recommendations concerning necessary adjustments to routes and scheduling due to inclement weather.
14. Responds to student discipline issues, including reviewing video footage, consulting with administrators and responding to public concerns.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's Degree.
2. Must possess three years' leadership/supervisory experience in transportation operations or similar field.
3. In lieu of #1 and #2, must possess seven years equivalent combination of education and experience necessary to perform the job functions.
4. Must possess or be able to obtain a valid Oregon commercial driver's license with passenger endorsement.
5. Must possess or be able to obtain a valid Oregon school bus driver certification.
6. Must possess excellent written and oral communications skills.

Working Conditions:

The Transportation Operations Supervisor both indoors and outdoors. The incumbent will be regularly exposed to odors, fumes, dirt, dust, power tools, greases, oils and solvents. Other potential hazards include but are not limited to communicable diseases, sharp objects, and slippery surfaces. The incumbent must be able to stand, walk, sit, push, pull, bend, stoop, kneel, reach, write, speak and hear. Lifting, carrying, pushing and pulling of objects will be required. The work requires the ability to drive a large motor vehicle.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.