

JOB DESCRIPTION

JOB TITLE: Transportation Supervisor

REPORTS TO: Business Manager

DEPARTMENT: Transportation

I. NATURE AND SCOPE OF JOB:

To provide safe and efficient transportation in the district by developing and coordinating routes, activity trips, and overseeing maintenance and repairs.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to do work of the highest quality.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Conform with all state & federal laws and regulations regarding school transportation.
2. Assign vehicles and drivers for transportation of students and staff.
3. Recommend bus routes and bus stops to meet the needs of district students.
4. Establish procedures and maintains required records for transportation department.
5. Submit all reports as required.
6. Ensure yearly that bus drivers hold a valid license, are trained and have required physical examinations.
7. Ensure that an adequate vehicle maintenance program is provided.
8. Serve as a member of interview team to select transportation personnel.
9. Recommend a replacement system which provides for maximum and efficient vehicle life and a continuous upgrading of fleet.
10. Make recommendations for safe transportation of students under existing weather conditions.
11. Maintain an inventory and recommends purchase of supplies, tools and equipment with budgetary limitations and district rules.

12. Maintain current roster of all regular and substitute drivers.
13. Instruct new drivers about reports as assigned.
14. Provide input into budget development.
15. Attend appropriate committee and staff meetings.
16. Assist in writing specifications for vehicles and equipment.
17. Evaluate drivers.
18. Arrange for all substitute drivers
19. Work cooperatively with all employees
20. Submit time records for personnel to Business office
21. Provide supervision of drivers.
22. Perform all other duties as assigned or as assigned.

B. Other Functions:

1. Provide and arrange driver training program.
2. Drives routes when necessary.
3. Available during off hours for problems related to trips.
4. Take active role in solving discipline problems occurring on school buses.
5. Validate isolation requests for Board approval.

IV.

JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Hold a High School diploma or equivalent.
2. ability to communicate in English (orally and in writing).
3. Have experience in operating buses.
4. Ability to supervise personnel.
5. Ability to assist with preparation of bid specifications.
6. Know bus laws and regulations.
7. Knowledgeable in vehicle mechanics.
8. Knowledgeable in the scheduling of bus routes.

B. Education, License, Certification or Formal Training:

1. Hold a valid Commercial Drivers License with proper endorsements.
2. Successfully pass district training program and driving test.
3. Must undergo Drug and Alcohol testing as mandated by Department of transportation and district policy.
4. Successfully complete annual District training in Bloodborne Pathogens.

C. Equipment Used:

Copy machine	Computer	Automobile
Telephone	Calculator	
Cellular Phone	Bus	

D. Physical Demands:

1. Ability to lift a minimum of 100 lbs.
2. Lower body strength to stand and walk throughout the workday.
3. Ability to climb in and around buses and facility as necessary.

E. Environmental Demands:

1. Fumes, Dust, Cleaning solvents, Diesel, Gasoline
2. Chemicals
3. Various weather conditions
4. Noisy conditions caused from engines running and impact tools

The school district reserves the right to investigate the driving record of any transportation department employee prior to or during employment

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator is Darrin Jennings.

10/15/98
4/22/14