

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Supervision

Section Title: Supervisor of Transportation

Sub-Section No. 601.5a

Page 1 of 2

DUTIES: All duties of the transportation supervisor shall be under the direction of the superintendent of schools or his/her designee.

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra curricular activities.
2. Nominates transportation personnel to district superintendent for employment and assignment. No action will be taken by the payroll department to make payment of wages unless this procedure is followed.
3. Trains, supervises and evaluates all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
4. Is responsible for the operation and maintenance of transportation equipment and develops plans for preventive maintenance.
5. Makes recommendations to Board of Trustees concerning the establishment and updating of bus routes and schedules.
6. Administers and assists in the preparation of the transportation budget.
7. Prepares transportation time sheets and payroll information on a monthly basis.
8. Represents the Board of Trustees in its dealings with state, county, city and highway district board regarding road construction, maintenance and snow removal, as it concerns the school district.
9. Establishes and maintains safety standards regarding school buses, pupil conduct on buses, and develops a program of preventive safety.
10. Is responsible for the development and enforcement of a positive and consistent system for the handling of discipline problems occurring on school buses.
11. Investigates and acts upon requests for "In Lieu" payments.
12. Cooperates with school principals and others in planning special transportation, arrangements and requests involving district equipment such as field trips, athletic teams and music organizations.
13. Advises superintendent on road conditions for decision on school closing during inclement weather.
14. Acts as liaison with parents for complaints and special requests.
15. Makes weekly and monthly reports to the superintendent or his/her designee concerning activities, purchases, equipment and personnel needs of the transportation department.

16. Prepares all such transportation data, forms and records as may be required by the district and the state.
17. Is responsible for the inservice training of transportation personnel on an on-going basis (safety, care of equipment, preventive maintenance, etc.).
18. Conforms with all laws and regulations regarding school transportation.
19. Attends all meetings as required by the superintendent of schools, as well as state transportation directors' meetings.
20. Performs such other duties as may be assigned by the superintendent or his/her designee.

Adopted: 3/10/87

Amended: 4/8/96

Reviewed: 2011