

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

- (1) Associates Degree, or verifiable experience of five (5) years with School Bus Transportation Operation and management. Bachelor's Degree preferred.
- (2) Minimum of three (3) years experience in school bus transportation.
- (3) Possess a valid Florida CDL Class B License with appropriate bus driver "P" – Passenger and "S" School Bus endorsements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in the safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of transportation. Ability to supervise transportation workers. Possess organizational skills.

REPORTS TO:

Director of Transportation

JOB GOAL

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District's schools.

SUPERVISES:

Bus Drivers
Bus Aides
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and administer a viable transportation program.
- * (2) Develop, coordinate and administer a bus routing system.
- * (3) Recruit, train and supervise all transportation personnel.
- * (4) Recommend employment, transfer, promotion and / or release of all transportation personnel.
- (5) Assist with the development of the department budget.
- * (6) Supervise the preparation of the transportation payroll.
- * (7) Authorize purchases as required.
- * (8) Maintain safety standards in accordance with federal, State and local regulations.
- (9) Develop a program of preventive safety.
- (10) Assist in solving discipline problems occurring on school buses.
- (11) Serve as a liaison with student, parents, school administrators and bus drivers.
- * (12) Complete, submit and dispatch all required reports in an efficient and timely manner.
- * (13) Assist in the development, implementation and evaluation of staff development activities.
- (14) Monitor weather conditions and reports as required.
- * (15) Use positive, effective interpersonal communication skills.

- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- (17) Drive a bus when required.

TRANSPORTATION SUPERVISOR (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Salary Lane: Professional PAIZ-0

Approved 06/19/2018