

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

JOB TITLE: Supervisor of Transportation

QUALIFICATIONS:

1. High School Graduate - College Degree Preferred
2. Transportation experience or equivalent
3. Typing Skills
4. Ability to keep complex records
5. Ability to organize data and to prepare reports
6. Ability to deal courteously and effectively with other employees and the public
7. Certified bus driver

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Keep records and make required reports on all transportation personnel.
2. Help prepare and supervise all bus routes including special education, shuttles, and activity trips.
3. Assist in preparing transportation reports such as yearly gas consumption, accident insurance, titles, and state department reports.
4. Make arrangements for substitute drivers.
5. Assist in preparing maps for drivers and schools.
6. Assist with the training of drivers.
7. Perform other duties as assigned by Director of Transportation.

TERMS OF EMPLOYMENT: Ten Months

SALARY: To be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 06-10-96
Revised 1998-99 Negotiated Contract
Approved 08-09-93
Revised 11-27-00