

Classified Personnel Job Description

- POSITION TITLE:** **Transportation Supervisor**
- QUALIFICATIONS:** Shall have a high school diploma or GED.
Shall hold a valid CDL or be willing to obtain a CDL within one (1) year from date of employment.
Shall have a general knowledge of laws, rules and regulations pertaining to transportation of school children.
- PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.
- RESPONSIBLE TO:** Superintendent
- SUPERVISES:** Bus Mechanic, Bus Driver, Bus Monitor, Substitute Drivers and Monitors
- GENERAL DUTIES:** Shall determine pupil and budgetary needs for transportation.
Shall comply with Kentucky Department of Education pupil transportation laws, policies and procedures.
Shall plan for pupil safety on buses, plans and administers program of regular and special transportation.
Shall recruit, select, train and make assignments for transportation employees.
Shall plan and administer program of maintenance for transportation vehicles and other board-owned vehicles.
Shall plan for procurement of transportation equipment and supplies and maintain records on all vehicles.
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES:** Shall plan, organize, coordinate and oversee day to day transportation activities.
Shall plan and approve transportation routes and bus stops.
Shall train, supervise, and evaluate all transportation personnel.
Shall work with the Finance Officer in matters relating to payroll and purchases for the transportation department.
Shall perform any other duties as assigned by the supervisor.
- DAYS OF EMPLOYMENT:** 260 days (8 hours per day)
- SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 1/25/2016