

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: **TRANSPORTATION SUPERVISOR**

QUALIFICATIONS:

1. Must hold CDL with Passenger, School Bus and Air Brake Endorsements.
2. Required Background clearance results must be satisfactory to the District.
3. Ability to pass required annual physical.
4. Ability to pass mandatory random drug tests.
5. High School diploma.
6. Basic Computer Skills.
7. Ability to supervise, organize, direct others.
8. Knowledge of transportation functions, rules and regulations.
9. Excellent organizational skills.
10. Excellent communication skills; ability to work with students, faculty, staff and general public in a diplomatic, friendly and efficient manner.
11. Ability to exercise discretion and independent judgment.

REPORTS TO: Director of Transportation

JOB GOAL: Assist the Director of Transportation in administering the overall transportation operation of the District directly and through the Assistant Superintendent of Operations so as to provide safe and efficient transportation to and from school and to and from approved extracurricular/non-route activities.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility of Transportation Department in absence of Director of Transportation.
2. Assumes Bus Dispatcher duties and responsibilities as scheduled or needed.
3. Assist Director in creating new bus routes and making adjustments to established routes.
  - a. Help maintain the computerized mapping and routing software
  - b. Creates, reviews and assigns routes and stops
  - c. Create and maintain bus routes
4. Maintain transportation records.
5. Schedule Substitute Drivers.
6. Substitute drive when necessary.
7. Assist Director in the scheduling of extra-curricular activity trips.
8. Schedule district owned vehicles and maintain records accordingly.
9. Assist Director in preparing for staff meetings.
  10. In inclement weather, help get buses ready for drivers.
11. Assists Director with completing and submitting required reports to DESE Transportation Section, including but not limited to Depreciation Schedules, Route Approval Forms, Application for Transportation Aid and Accident Reports.
12. Provides a system to keep accurate records of student count, mileage, etc.
13. Assists Director of Transportation in managing the transportation budget.
14. Perform other duties and responsibilities as directed.

PHYSICAL DEMANDS: Sitting/typing for up to 10 hours daily, regularly lift up to 25 pounds, bending for filing, walking for up to one hour on concrete/pavement/gravel, repetitive motions with shoulder to open/close a bus door, ability to climb on a ladder or step stool, raising arms above head and hold up to 5 pounds.

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Non-Exempt

EVALUATION: Evaluated annually by Director of Transportation

APPROVED BY SCHOOL BOARD: February 21, 2019