

TRANSPORTATION SUPERVISOR

Duties and Responsibilities:

The Transportation Supervisor is directly responsible to the Superintendent.

Responsible for daily transportation operations.

Maintains a current CDL driver's license with a school bus endorsement.

All transportation employees report directly to the Transportation Supervisor. (Except the Mechanic - who reports to the Building and Grounds Supervisor and the Building, Grounds & Transportation Secretary who reports to the Superintendent and the Treasurer).

Evaluate all transportation personnel at least annually.

Perform ride along assessments for safety, accuracy, and efficiency. Certify the Time Study.

Oversees the daily log of phone calls, cancellations and other related events of the day for documentation purposes.

Approve the schedule and dispatch bus drivers to ensure safe and timely transportation of students to school and school related events.

Work closely with the Superintendent and Special Education Coordinator to develop and maintain bus routes to maximize efficiency while providing timely service to students in district and out of district and oversee the routing and scheduling of buses on an annual basis. Ensure that drivers maintain accurate route and trip records. Also ensure that the bus software program is up to date.

Assist with emergencies and adjustments due to accidents, weather, breakdowns or school schedules. Assist parents, drivers and school administrators in the resolution of problem situations.

Maintain safety records of the transportation staff.

Hold periodic meetings with the transportation staff to keep them up to date on any new or existing programs and what their responsibilities would be. Conduct bus driver in-service meetings each year to meet both State requirements and district needs.

Work closely with the Building, Grounds & Transportation Secretary on the forms needed annually for the Ohio Department of Education Transportation Department.

Work closely with the Head Mechanic on all transportation issues.

Assist the Bus Coordinator with maintaining accurate communication procedures with parents. Currently using Final Forms and One Call Now.

Responsible for receiving driver maintenance requests. Follow the developed work order protocol. Review all work completed.

Interview and make recommendations for employment of personnel in the transportation department.

Assure proper licensing of all vehicles.

Student discipline procedures relating to transportation issues; include corresponding verbally and in writing with parents and principals. The building principals determine the final disposition of all bus incident reports and all other disciplinary issues.

Supervises and conducts the annual bus driver bidding process.

Oversee the driver random drug-alcohol testing and driver certifications.

Conduct periodic checks on all bus driver personnel for eligibility status.

Assist in the development of budgets for the general operation and maintenance of the transportation department.

Answers the telephone; responds congenially to busing inquiries and/or route questions.

Works with principals, parents and bus drivers regarding scheduling, route problems, complaints and student code of conduct as it relates to student behavior on buses.

Oversees the assigning of substitutes as needed to maintain smooth operations in the absence of regular drivers.

Maintains constant communication with bus drivers via two-way radio.

Completes routine office paperwork and other related office work in an on-time fashion.

Promotes safety practices for all transportation employees.

Works with drivers and schools to maintain a current list of student special health and/or situation needs.

Responsible for maintaining records of buses and reports fleet accidents, property damage and gas/oil cards.

Responsible for an efficient field trip sign-up procedure and making sure the trips are assigned per contract guidelines.

Be willing to drive a school bus, van or aide in an emergency or driver/aide shortage situation.

Sign all Transportation employees time cards and check for accuracy each pay period.

Attend any job-related meetings; both internal and external.

Respond to emergency situations and inclement weather conditions and determine the appropriate courses of action.

Assist in the responsibility of checking and advising the Superintendent of road conditions.

Preferred Qualifications:

Basic computer skills in Microsoft Word and Excel.

Experience in school transportation issues, including State laws and bus issues

Pre-employment requirements:

Drug and alcohol screening

Background checks - FBI and BCI

Salary:

Negotiable based on experience.