

JOB DESCRIPTION
Puyallup School District
Exempt Level 4

TRANSPORTATION SUPERVISOR

Purpose Statement:

The job of Transportation Regional Supervisor is done for the purpose(s) of supervising and evaluating bus drivers. Duties include planning bus routes and schedules, dispatching drivers, preparing routes for posting and bidding, coordinating bus repairs to ensure the overall coverage of the transportation operations; reviewing and maintaining required documentation for meeting all payroll requirements and communicating with parents, working with drivers and school personnel to ensure rules, regulations and scheduling demands are met in compliance with all state and District requirements.

Essential Functions:

- Supervises bus drivers in coordination with the Transportation Administrator(s) for the purpose of ensuring that District transportation needs are met (e.g., hiring, suspensions, discharges, etc.).
- Evaluates bus drivers in coordination with the Transportation Administrators for the purpose of applying objective evaluation criteria to assess each driver's overall performance.
- Communicates with parents, drivers, and school personnel for the purpose of resolving student conduct and transportation issues.
- Coordinates bus repairs for the purpose of providing adequate transportation resources.
- Dispatches bus drivers for the purpose of meeting regular and extra-curricular scheduling demands.
- Plans routes and schedules for all trips and events for the purpose of providing safe and efficient transportation for the district (e.g., field trips, athletic trips, other district trips, McKinney Vento students, etc.).
- Prepares, posts, and manages all aspects of the bus drivers' annual bidding process in coordination with the Transportation Administrators.
- Reviews, assesses, and responds to all bus stop requests in coordination with the Transportation Administrators.
- Reviews and verifies payroll documentation in coordination with the Transportation Administrators for the purpose of meeting monthly departmental payroll requirements.
- Works with the Driver Trainer and the Transportation Administrators to assess drivers' continued compliance with daily requirements and to identify drivers' that need refresher training to maintain operational skills and knowledge.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends district and area meetings related to transportation.
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position, work within the established working conditions of the position.
- Works a flexible schedule, which may include evenings and possibly weekends.
- Maintains confidentiality while preparing confidential documents and other personnel-sensitive documents.
- Performs other job functions as assigned.

Safety and Training Functions:

- Plans, develops, conducts, oversees the annual in-service training, and required trainings in coordination with the transportation administrator.
- Plans, develops, and maintains the transportation department handbook and coordinates all onboarding trainings.
- Oversees the department's response and documentation of school bus and or vehicles accidents.
- Develops, prepares, conducts, and evaluates a program for the training of Bus Operators.
- Evaluates the requirements for the district employees who maintain commercial licenses and provide suggested revisions to comply with current Federal and State laws.
- Supervises and conducts bus safety and emergency exit drills as required by law.
- Orientates new employees and substitutes to their duties and responsibilities.
- Assists with maintenance of Eligibility List for employees.
- Assists with notifying eligible employees to be sent for Drug & Alcohol testing; maintains communication.
- Oversees maintenance of necessary records and files to comply with OSPI and Washington State Patrol inspections related to Drug & Alcohol testing with assigned supervisor and Human Resources.
- Assists, as needed, to ensure compliance with Department of Transportation Drug & Alcohol Testing Program, this includes maintaining the Federal Clearinghouse.
- Ensures necessary arrangements are made for final testing and licensing with Department of Licensing or an approved third-party commercial license tester.
- Maintains all School Bus Driver Training Files

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform complex, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operate school buses and vehicles in a safe manner, communicate effectively, evaluate schedules, and meet deadlines, use a computer, two-way radio, telephone, read and use routing and mapping software, functional knowledge of Microsoft Office applications (Excel, Word, etc.), adding machines and other office equipment, and code books.

KNOWLEDGE is required to perform some math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes vehicle operation, basic maintenance requirements and driving codes, training requirements and state and district pupil transportation policies.

ABILITY is required to schedule several activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include sitting, standing, climbing, pushing, pulling, reaching, handling, talking, hearing conversations and other sounds, near and far visual acuity, depth perception, visual accommodation, field of vision, peripheral vision.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; directing other people within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Prior related experience preferable in a school and/or instructional setting with increasing levels of responsibility.

Education: High School Diploma or equivalent

Licenses, Certifications, Bonding, Testing and/or Clearances Required: Valid Commercial Driver's License, Valid Washington Class B Driver's License and evidence of insurability, School Bus Driver's Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid and CPR Certificate. Valid School Bus Driver Trainer Certification or willing to obtain within one year. Attend District approved State mandated classes for renewal of Certificate.