



# SUPERVISOR TRANSPORTATION JOB DESCRIPTION

**JOB TITLE:** Supervisor - Transportation  
**REPORTS TO:** Director of School Operations  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 9  
**DAYS:** 260  
**JOB ID & DATE:** SAT-40, May 2023

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## **JOB PURPOSE SUMMARY**

Develop and maintain a safe and efficient transportation system that allows students the option to take full advantage of educational opportunities offered through curricular and extra-curricular activities. Supervise the comprehensive operation of fleet maintenance and pupil transportation, including training and supervision of all employees. Oversee department budget and vehicle procurement to maintain fiscal integrity. Ensure compliance with District policies and all applicable state and federal regulations. Investigate all accidents involving district vehicles, provide appropriate emergency response, and develop accident prevention strategies. Respond to departmental inquiries and address concerns from parents and the community.

## **REQUIREMENTS**

### Education Details

Bachelor's degree in business, transportation, or other related field. Experience working as a leader in school transportation may be considered in lieu of a bachelor degree

### License and or Certification

Valid Colorado Class "B" Commercial Driver's License (CDL) with Passenger and "S" endorsement or ability to obtain within three months of employment

Department of Transportation vehicle operator physical required per regulations

### Work Experience Required

More than five years of administrative or supervisory experience in transportation fleet management preferred

### Other Skills and Abilities Required.

Operating knowledge of fleet management and vehicle routing software programs • Operating knowledge of GPS programs

Extensive communication, supervision, training and public relations skills

Knowledge of drug testing policies and procedures

Knowledge of Colorado Department of Education, US Department of Transportation, Colorado Department of Transportation, Early Childhood/Head Start, and Federal Motor Carrier Safety Administration regulations

Oral and written communication skills

Critical thinking and problem-solving skills

Ability to maintain confidentiality in all aspects of the job

Ability to manage multiple tasks with frequent interruptions and manage multiple priorities

Knowledge of and ability to interpret life safety codes, ADA regulations, and state, city, and local statutes and regulations

Ability to develop intricate budgets and perform detailed analysis of budgets

## **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### General

- Responsible for the daily comprehensive operation of the District's Transportation Department. Supervise the transportation of all Adams 14 students daily.
- Oversee the District's transportation fleet, comprised of less than 100 vehicles, including buses, trucks, and automobiles for safety, effectiveness, and efficiency for students, staff, and community.
- Responsible for maintaining and monitoring compliance with District policies and state and federal regulations as they relate to transportation.
- Coordinate with the District's Special Education Department to provide reasonable, safe and prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Public Education (FAPE).
- Coordinate with the District's Early Childhood Department to provide safe and compliant transportation.
- Work collaboratively with the Superintendent and Director of School Operations in the development of procedures and recommendations for school delays and or closures during emergencies and/or inclement weather.
- Coordinate with district administrators, departments, intergovernmental agencies, first responders, and community partners as it relates to crisis response.
- Investigate all accidents involving district vehicles, provide appropriate emergency response, and develop accident prevention strategies.
- Respond to departmental inquiries and address concerns from district staff, parents, and the community regarding student discipline, routes, and vehicle operator performance.
- Attend work and arrive in a timely manner

### Budget

- Manage budgets for all funds associated with transportation operations, including vehicle replacement, vehicle maintenance, extracurricular transportation, and fuel.

- Develop recommendations for future equipment and personnel needs based on future enrollment projections, boundary changes and new school construction, including vehicle replacement needs paired with new growth demands.

### Safety and Training

- Coordinate the training and safety program for all vehicle operators and oversee the training of new operators applying for their Commercial Driver's Licenses (CDL). Provide and/or coordinate staff training and professional development.
- Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and encouraging teamwork, creativity, and understanding.
- Direct the operation of a comprehensive safety inspection program for district vehicles. Assure that all vehicles comply with federal and state mechanical, emissions, and inspection standards. Conduct research and make recommendations on new technology as it relates to alternative fuel vehicles and industry best practices for student safety and fleet efficiencies.

### Documentation

- Maintain accurate documentation.

### Other

- Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Bus drivers, bus monitors, mechanics, dispatchers, and others within in the Transportation Department

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or shop environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_