

Coosa County Schools Job Description

JOB TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

1. At least five years of experience in the field of transportation (Class A or B CDL with passenger endorsement).
2. General knowledge of mechanics.
3. Experience with local school transportation program desirable.
4. Such alternatives to the above that the Board of Education may find appropriate and acceptable.
5. Must be willing to complete underground storage tank certification (ADEM required)

REPORTS TO: Superintendent

SUPERVISES: Mechanics Crew, Bus Drivers and SPED Bus Aides (in conjunction with SPED Coordinator)

JOB GOAL: To assist in providing safe, economical, and efficient transportation for Coosa County School children.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with the Superintendent for management and purchase of equipment and budget planning.
2. Plan and administer transportation program to meet all requirements of the daily instructional program and extracurricular activities.
3. Recommend bus routes and schedules.
4. Recruit, train, and supervise all transportation personnel.
5. Supervise report and record system.
6. Cooperate with State Department of Transportation on certification of mechanics and bus drivers.
7. Be regular and punctual in attendance.
8. Maintain all Board-owned automotive equipment and maintain program for preventive maintenance.
9. Investigate and report accidents promptly and properly.
10. Work cooperatively with Central Office staff, principals, drivers, and parents.
11. Act as liaison with parents for complaints and special requests.
12. Work with insurance agency to update and complete record keeping.
13. Maintain safety standards in conformance with state and insurance regulations and maintain a program of preventive safety.
14. Coordinate program for students on bus safety and meet with drivers periodically on matters concerning safety.
15. Investigate road hazards during inclement weather and keep Superintendent informed.
16. Attend relative meetings and workshops when appropriate.
17. Assist in solving discipline problems on school buses when requested.
18. Assist with the observation and evaluation process of appropriate employees.
19. Maintain confidentiality of any Board of Education related business.

20. Perform other assignments determined by Superintendent.
21. Furnish necessary tools

TERMS OF EMPLOYMENT: Annual contract with salary based upon salary schedule. Additionally, an assigned vehicle, with two-way radio, for transportation needs when school is in session.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.